



## **Unlock your true potential for a better outcome**

Join the growing wave of professionals who are realising the impact of robust business improvement methodologies and disciplines on improving business performance, meeting customers' expectations, promoting growth and personal development.

Learn how to maximise efficiencies in your workplace and guide your career to new levels of success as we help you reach your targets and add value to your business shareholders on time and on budget.

You will benefit directly from the vast experience our business improvement team has to offer which is to help you establish the necessary organisational capabilities required to realise the business strategy.

The following list and summary outlines of training and professional development courses are offered by Aspect Consultants either as public courses or as customised in-house courses to meet closely your business needs.

Should you wish to obtain further information and details of courses including course outline, fee, delivery timetable and locations please contact Aspect Consultants on +61 (0) 409 899 144 or write to us on [training@aspectconsultants.com.au](mailto:training@aspectconsultants.com.au)



## Introduction to Business Improvement

Start the journey with a one-day introduction course on Business Improvement designed to explain the various methodologies, tools and associated materials in a simple format for ease of understanding. This course is recommended for everyone interested in finding out about continuous improvement and how it is applied at the workplace. This is also known as a White Belt course.

## Lean Enterprise

Lean Operations Workshop is an interactive training course. This three-day workshop demonstrates how to deliver “highest results at lowest cost” performance through the application of Lean thinking methodology and associated tools in daily operations and other business activities.

Originally, lean thinking was developed in Japan at Toyota and to date it has been widely practised in many organisations worldwide producing superior results.

## Kaizen and Kaizen Blitz

These one to two-day workshop events demonstrate how to run accelerated business improvement initiatives using the Kaizen principles. Kaizen is a Japanese term for improvement and known in English as continuous improvement. It is an important methodology in Lean.

The Kaizen course demonstrates how to improve operational performance through workforce engagement and participation in developing and applying value-add solutions using the Kaizen principles of continuous improvement. The Kaizen Blitz course demonstrates how to improve operational performance through workforce engagement and participation in conducting four day Kaizen improvement events at the workplace to order to deliver accelerated improvements. The business improvement process brings together all employees, from executives to front liners on the tools. The concept is used to improve productivity, product quality, employee morale and safety incrementally. This intensive course is ideal for everyone working on improving company’s performance or managing quality initiatives.

## Tackling waste with 5S

Ineffective activities, excess inventory, waiting and rework are all elements of waste. Waste within an organisation contributes to poor performance, low morale, high costs and even poor safety. 5S can help. 5S is a Lean business improvement process which Sorts through waste, Sets everything in order, Shines, Standardises and finally Sustains improvements. It is used in any part of a company from the office to the shopfloor.



The results are impressive. Through understanding and executing 5S, companies have seen higher quality, lower costs, improved safety and better equipment reliability. This is a one-day course.

### Yellow Belt

The two-day Yellow Belt course is designed to train team members working on improvement projects in the use of Lean Six Sigma.

The course outlines Six Sigma concepts, objectives, terms and tools and is an excellent introduction to Six Sigma methodology. It also covers useful improvement tools such as process mapping, data measurement, collection and analysis, effective team meetings, teamwork and communication.

### Green Belt

The Green Belt course presents a thorough examination of Lean Six Sigma concepts, objectives, terms and core tools using the DMAIC concept of Define, Measure, Analyse, Improve and Control. It covers process mapping, data measurement, collection and analysis assisted by SigmaXL<sup>®</sup>, basic statistical tools, root cause analysis, team building and communication and change management. All aspects are consolidated with practical activities. Training consists of four days - a two-day session per month, over a two-month period. Six Sigma certification is available after the successful completion of two improvement projects.

### Black Belt

As a Lean Six Sigma Black Belt, you will be at the cutting edge of solving large and challenging problems - and making sure they stay solved.

The course includes an introduction to Lean Six Sigma methodology and associated improvement tools and then moves onto the five main steps of the Six Sigma philosophy DMAIC - Define; Measure; Analyse; Improve; and Control, essential in managing improvement projects to completion. It also includes change facilitation and group management skills, implementation and detailed use of the tools and statistical analysis using Minitab<sup>®</sup> or SigmaXL<sup>®</sup> statistical softwares.

Black Belt training consists of sixteen days over a four-month period - four days a month. Six Sigma certification is available after the successful completion of four improvement projects.

### Design for Six Sigma

This five-day course is designed to help Lean Six Sigma practitioners who are comfortable with the DMAIC terminology and are about to embark on the design of a



new process, product, technology or a new operation. Those attending this course will learn how to incorporate Six Sigma methodology and their own know-how in managing important business operation themes such as quality, cost, reliability, and cycle time when tackling a Design for Six Sigma project. Attendees will learn the five main steps in DMADV - Define; Measure; Analyse; Design and Verify as well as additional tools to add to their Six Sigma toolbox. Trainees are encouraged to bring projects from their own companies to work on during the course. Six Sigma certification is available after the successful completion of two design projects.

### Master Black Belt

This ten-day course takes practising Black Belts and turns them into certified masters of their profession. Course content includes train the trainer, how to be an effective coach and mentor of adults. There is a review of statistical analysis, plus comprehensive coverage of more sophisticated statistical tools. Attendees will be assessed on the preparation and presentation of modules on Six Sigma content, as well as their skills in mentoring and coaching. This training will help attendants become an expert practitioner of Six Sigma and be able to lead Business Excellence programmes at their organisations. Six Sigma certification is available after the successful completion of four improvement projects.

### Statistical Process Control using Minitab® or SigmaXL®

This two-day course teaches practical statistical tools for process improvement that can be implemented with ease and confidence. The course is aimed at those involved in improving company performance or managing quality initiatives. The training has a strong focus on hands-on learning so that participants can immediately practise their new skills with practical exercises and case studies.

### Process Mapping

How well do you know your process?

Business Process Mapping (Basic level including VSM - one day; Advanced level - two days) is a simple graphical way to help you fully understand your process. This course helps organisations and their employees to work together to uncover the "hidden state" of business operations in order to identify opportunities for efficiency improvements and to deliver timely performance. The first day course is for beginners and the second day course is designed to provide expert level training.

### Problem solving in teams

Businesses today need to be flexible, adaptable and constantly improving. One of the



key elements of success in this environment is using the wide range of skills, experience, knowledge and perspectives provided by a wide range of people. Teamwork improves productivity and is a good way to work on current and future opportunities within a business environment.

This one-day workshop is tailored to individual teams. Course content includes running effective meetings, understanding different personality types, brainstorming, root cause analysis and other team tools.

### Team Management Systems - TMS<sup>®</sup>

TMS is a system of work activities based on research proven assessments and feedback instruments worldwide. TMS supports individuals, teams and organisations to create positive and lasting change as well as achieve higher performance in the workplace. TMS also helps teams to understand and harness diversity. Failure to understand these differences will cause conflict, mistrust and poor communication, which will inevitably have a detrimental impact on bottom line performance.

The Team Management Systems highlights an individual's major profile and related areas of work preference including information focused on communication and team relationships, decision making orientation, organising self and others, interpersonal skills, team building, management style and team member/leadership style. This one-day workshop helps team members to learn about each other's working styles, identifies strengths to build on and weaknesses to address.

For further information please visit our web site on:

**[www. aspectconsultants.com.au](http://www.aspectconsultants.com.au)**