

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Lean Operations Professional



LAPT — London Academy of Professional Training

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Reference MSPC-LM-02 • Management Centres

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AT A GLANCE

REFERENCE	MSPC-LM-02
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Change Management in Lean Operations

5 chapters · 30 classes 85 marks

• 1 Understanding the Foundations of Change Management in Lean Operations — 6 classes

› 1.1 Identify Key Principles of Change Management in Lean Operations

› 1.2 Analyze the Role of Leadership in Change Management

› 1.3 Explore Common Challenges in Implementing Change

› 1.4 Examine Tools and Techniques for Effective Change Implementation

› 1.5 Develop a Change Management Plan for Lean Initiatives

› 1.6 Evaluate the Impact of Change on Team Dynamics and Culture

• 2 Key Theories and Models of Change Management — 6 classes

› 2.1 Explore the Foundations of Change Management Theories

› 2.2 Analyze Lewin's Change Management Model

› 2.3 Apply Kotter's 8-Step Process for Leading Change

› 2.4 Evaluate the ADKAR Model in Lean Operations

› 2.5 Compare Top Change Management Frameworks

› 2.6 Develop a Change Management Strategy for Lean Implementation

• 3 Identifying Resistance to Change in Lean Environments — 6 classes

› 3.1 Analyze Common Sources of Resistance in Lean Environments

› 3.2 Identify Psychological Barriers to Change

› 3.3 Assess the Impact of Organizational Culture on Change Acceptance

› 3.4 Recognize Emotional Responses to Change Among Team Members

› 3.5 Develop Strategies to Communicate Change Effectively

› 3.6 Create an Action Plan to Overcome Resistance in Your Team

• 4 Developing and Implementing a Change Management Strategy — 6 classes

› 4.1 Analyze Current Organizational Readiness for Change

› 4.2 Identify Key Stakeholders and Their Roles in Change Initiatives

› 4.3 Develop a Comprehensive Change Management Plan

› 4.4 Communicate the Change Vision Effectively to the Team

› 4.5 Implement Change Strategies Using Lean Principles

› 4.6 Evaluate Change Outcomes and Adapt Strategies Accordingly

• 5 Measuring and Sustaining Change in Lean Operations — 6 classes

› 5.1 Define Key Metrics for Measuring Change in Lean Operations

› 5.2 Analyze Data Collection Methods for Lean Change Management

› 5.3 Evaluate the Impact of Change Using Lean Performance Metrics

› 5.4 Develop Strategies for Sustaining Change in Lean Operations

› 5.5 Implement Continuous Improvement Cycles in Lean Practices

› 5.6 Communicate Change Effectively to Engage Stakeholders

• 1 Understanding Data in Lean Contexts — 6 classes

- › 1.1 Identify Key Data Types in Lean Operations
- › 1.2 Analyze Data Sources for Lean Decision-Making
- › 1.3 Explore Descriptive Statistics in Lean Contexts
- › 1.4 Utilize Visual Data Representation Techniques
- › 1.5 Evaluate Data Trends to Identify Improvement Areas
- › 1.6 Apply Data-Driven Insights to Lean Problem Solving

• 2 Data Collection Techniques for Lean Management — 6 classes

- › 2.1 Identify Key Data Collection Methods for Lean Management
- › 2.2 Analyze the Role of Qualitative vs Quantitative Data in Lean Strategies
- › 2.3 Evaluate the Effectiveness of Surveys and Interviews for Data Gathering
- › 2.4 Implement Observational Techniques to Enhance Data Accuracy
- › 2.5 Utilize Technology Tools for Data Collection in Lean Operations
- › 2.6 Apply Data Analysis Techniques to Inform Lean Decision Making

• 3 Analyzing Data for Lean Performance Indicators — 6 classes

- › 3.1 Define Lean Performance Indicators and Their Importance
- › 3.2 Identify Key Data Sources for Lean Performance Analysis
- › 3.3 Collect and Organize Data for Effective Analysis
- › 3.4 Analyze Data Trends to Identify Improvement Opportunities
- › 3.5 Apply Statistical Tools to Evaluate Lean Performance
- › 3.6 Create Actionable Insights from Data Analysis for Lean Decisions

• 4 Interpreting Data to Identify Improvement Opportunities — 6 classes

- › 4.1 Define Key Data Metrics for Lean Analysis
- › 4.2 Collect and Organize Data for Improvement Opportunities
- › 4.3 Analyze Data Trends to Identify Inefficiencies
- › 4.4 Apply Statistical Tools to Support Decision-Making
- › 4.5 Visualize Data Insights for Stakeholder Communication
- › 4.6 Develop Actionable Recommendations Based on Data Analysis

• 5 Data-Driven Decision Making in Lean Environments — 6 classes

- › 5.1 Understand Key Metrics for Lean Decision Making
- › 5.2 Collect and Organize Relevant Data for Analysis
- › 5.3 Analyze Data Trends to Identify Improvement Opportunities
- › 5.4 Apply Statistical Tools to Support Lean Initiatives
- › 5.5 Interpret Data Visualizations for Effective Communication
- › 5.6 Develop Actionable Plans Based on Data Insights

• 1 Understanding Lean Principles and Leadership — 6 classes

- › 1.1 Define and Explore Lean Principles
- › 1.2 Identify Key Leadership Qualities in Lean Environments
- › 1.3 Analyze Team Dynamics within Lean Frameworks
- › 1.4 Apply Lean Tools for Effective Collaboration
- › 1.5 Evaluate Case Studies on Lean Leadership Success
- › 1.6 Develop a Personal Action Plan for Lean Leadership

• 2 Building High-Performance Teams in a Lean Environment — 6 classes

- › 2.1 Identify Key Traits of High-Performance Teams
- › 2.2 Assess Team Dynamics Using Lean Principles
- › 2.3 Develop Clear Communication Strategies for Teams
- › 2.4 Implement Continuous Improvement Processes in Teams
- › 2.5 Foster a Culture of Trust and Collaboration
- › 2.6 Evaluate Team Performance and Celebrate Successes

• 3 Leading Change: Tools and Techniques for Lean Transformation — 6 classes

- › 3.1 Identify Core Principles of Lean Transformation
- › 3.2 Assess Organizational Readiness for Change
- › 3.3 Engage Stakeholders Through Effective Communication
- › 3.4 Apply Change Management Strategies in Teams
- › 3.5 Implement Lean Tools for Continuous Improvement
- › 3.6 Evaluate Change Impact and Foster a Lean Culture

• 4 Communicating for Success in Lean Leadership — 6 classes

- › 4.1 Understanding the Importance of Communication in Lean Leadership
- › 4.2 Identifying Key Communication Barriers in Teams
- › 4.3 Developing Active Listening Skills for Effective Leadership
- › 4.4 Practicing Clear and Concise Messaging Techniques
- › 4.5 Facilitating Constructive Feedback Conversations
- › 4.6 Implementing Communication Strategies for Lean Team Success

• 5 Sustaining Lean Initiatives: Leadership Strategies for Long-Term Success — 6 classes

- › 5.1 Define Key Leadership Traits for Sustaining Lean Initiatives
- › 5.2 Identify Common Challenges in Lean Operations Sustainability
- › 5.3 Explore Effective Communication Strategies for Lean Leadership
- › 5.4 Develop Team Engagement Techniques to Support Lean Practices
- › 5.5 Create a Continuous Improvement Culture within Teams
- › 5.6 Assess and Measure the Success of Lean Initiatives Over Time

• **1 Understanding Lean Principles and Philosophy** — 6 classes

- › 1.1 Define Lean Principles and Their Importance
- › 1.2 Identify Key Lean Frameworks and Models
- › 1.3 Explore the Historical Context of Lean Philosophy
- › 1.4 Analyze the Core Concepts of Value Stream Mapping
- › 1.5 Evaluate the Impact of Waste Reduction Techniques
- › 1.6 Apply Lean Principles to Real-World Scenarios

• **2 Identifying and Mapping Value Streams** — 6 classes

- › 2.1 Define Value Streams in Lean Context
- › 2.2 Identify Key Components of Value Streams
- › 2.3 Analyze Current State Value Stream Maps
- › 2.4 Distinguish Between Value-Adding and Non-Value-Adding Activities
- › 2.5 Create Future State Value Stream Maps
- › 2.6 Implement Strategies for Value Stream Optimization

• **3 Implementing Lean Tools and Techniques** — 6 classes

- › 3.1 Identify Key Lean Tools for Process Improvement
- › 3.2 Analyze Waste Using the 7 Lean Principles
- › 3.3 Apply 5S Methodology for Workplace Organization
- › 3.4 Implement Value Stream Mapping to Enhance Workflow
- › 3.5 Utilize Kaizen for Continuous Improvement Initiatives
- › 3.6 Develop a Lean Transformation Plan for Your Organization

• **4 Advanced Lean Frameworks: Six Sigma Integration** — 6 classes

- › 4.1 Analyze the Core Principles of Six Sigma
- › 4.2 Compare Lean and Six Sigma Methodologies
- › 4.3 Identify Key Tools Used in Six Sigma Projects
- › 4.4 Explore Real-World Applications of Lean and Six Sigma Integration
- › 4.5 Develop a Six Sigma Project Charter for a Lean Environment
- › 4.6 Assess the Impact of Six Sigma on Lean Operations Performance

• **5 Cultivating a Lean Culture and Leadership** — 6 classes

- › 5.1 Define Lean Culture and Its Core Principles
- › 5.2 Identify Key Characteristics of Lean Leadership
- › 5.3 Assess Current Organizational Culture and Readiness for Lean
- › 5.4 Develop Strategies to Foster a Lean Mindset Among Teams
- › 5.5 Create an Action Plan for Implementing Lean Leadership Practices
- › 5.6 Evaluate the Impact of Lean Culture on Organizational Performance

• **1 Understanding Lean Principles and Fundamentals** — 6 classes

- › 1.1 Define Lean Principles and Their Importance
- › 1.2 Identify Key Lean Tools and Techniques
- › 1.3 Analyze Value Streams for Waste Identification
- › 1.4 Apply the 5S Methodology for Workplace Organization
- › 1.5 Evaluate Continuous Improvement through Kaizen
- › 1.6 Develop an Action Plan to Implement Lean Practices

• **2 Mapping and Analyzing Current Processes** — 6 classes

- › 2.1 Identify Key Process Steps in Current Operations
- › 2.2 Create Detailed Process Maps to Visualize Workflows
- › 2.3 Analyze Process Flow for Bottlenecks and Inefficiencies
- › 2.4 Measure Process Performance Using Key Metrics
- › 2.5 Evaluate Stakeholder Inputs to Enhance Process Understanding
- › 2.6 Develop Actionable Insights for Process Improvement

• **3 Implementing Lean Tools and Techniques** — 6 classes

- › 3.1 Identify Key Lean Tools for Process Improvement
- › 3.2 Assess Current Processes for Lean Opportunities
- › 3.3 Implement Value Stream Mapping Techniques
- › 3.4 Apply 5S Methodology for Workplace Organization
- › 3.5 Utilize Kaizen for Continuous Improvement Initiatives
- › 3.6 Measure and Analyze Results of Lean Implementations

• **4 Measuring Process Performance and Outcomes** — 6 classes

- › 4.1 Define Key Performance Indicators (KPIs) for Process Measurement
- › 4.2 Collect Data Effectively to Evaluate Process Performance
- › 4.3 Analyze Process Data to Identify Improvement Opportunities
- › 4.4 Visualize Performance Outcomes Using Graphical Techniques
- › 4.5 Benchmark Processes Against Industry Standards
- › 4.6 Develop Action Plans Based on Measured Outcomes

• **5 Driving Continuous Improvement in Lean Operations** — 6 classes

- › 5.1 Define Key Concepts in Continuous Improvement
- › 5.2 Identify Waste in Lean Operations
- › 5.3 Apply the PDCA Cycle for Process Improvement
- › 5.4 Utilize Value Stream Mapping to Enhance Efficiency
- › 5.5 Foster a Culture of Continuous Improvement within Teams
- › 5.6 Measure and Sustain Improvement Outcomes in Lean Operations

• 1 Understanding Lean Principles in Project Management — 6 classes

- › 1.1 Define Lean Principles and Their Importance in Project Management
- › 1.2 Identify Key Lean Tools for Effective Project Management
- › 1.3 Analyze Waste in Project Management Processes
- › 1.4 Apply Lean Thinking to Streamline Project Workflows
- › 1.5 Evaluate the Role of Continuous Improvement in Lean Projects
- › 1.6 Develop a Lean Action Plan for Real-World Project Scenarios

• 2 Identifying Value and Waste in Projects — 6 classes

- › 2.1 Define Value in Project Management
- › 2.2 Identify Different Types of Waste in Projects
- › 2.3 Analyze Project Processes to Spot Value Streams
- › 2.4 Evaluate Customer Needs to Determine Value
- › 2.5 Use Lean Tools to Eliminate Waste in Projects
- › 2.6 Apply Value Stream Mapping in Project Scenarios

• 3 Implementing Lean Tools and Techniques in Projects — 6 classes

- › 3.1 Identify Key Lean Tools for Project Success
- › 3.2 Analyze the Benefits of Lean Thinking in Projects
- › 3.3 Develop a Lean Project Charter
- › 3.4 Implement Value Stream Mapping in Your Projects
- › 3.5 Apply 5S Methodology to Enhance Project Efficiency
- › 3.6 Evaluate Project Outcomes Using Lean Metrics

• 4 Managing Team Dynamics in Lean Project Environments — 6 classes

- › 4.1 Understanding Team Roles in Lean Projects
- › 4.2 Identifying and Addressing Team Dynamics Challenges
- › 4.3 Facilitating Effective Communication in Lean Teams
- › 4.4 Building Trust and Collaboration Among Team Members
- › 4.5 Utilizing Agile Techniques to Enhance Team Performance
- › 4.6 Evaluating Team Performance and Continuous Improvement

• 5 Measuring Success: KPIs and Continuous Improvement in Lean Projects — 6 classes

- › 5.1 Define and Identify Key Performance Indicators (KPIs) in Lean Projects
- › 5.2 Analyze the Role of KPIs in Measuring Project Success
- › 5.3 Explore Techniques for Establishing Effective KPI Targets
- › 5.4 Implement Continuous Improvement Strategies Based on KPI Analysis
- › 5.5 Develop a Plan for Monitoring and Reviewing KPIs Regularly
- › 5.6 Create a Case Study Presentation on KPI Impact in Lean Projects