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

UKPRN 10067351 • Registered in England and Wales, company 4984798

6	30	180	430	60%	Lifetime
SUBJECTS	CHAPTERS	CLASSES	TOTAL MARKS	PASS MARK	VALIDITY

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

2 Data Analysis for Lean Decision Making

5 chapters · 30 classes **45 marks**

- **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

3 Lean Leadership and Team Dynamics

5 chapters · 30 classes **65 marks**

- **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

4 Lean Principles and Frameworks

5 chapters · 30 classes **85 marks**

- **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

5 Process Improvement Techniques

5 chapters · 30 classes **105 marks**

- **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

6 Project Management in Lean Contexts

5 chapters · 30 classes **45 marks**

- **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