



## ***Take your Process Improvement Skills to new levels in 2022! AdaptiveLean Courses and Coaching***

**ONLINE CLASSES AND COACHING ARE DONE VIA SMALL GROUP SESSIONS USING ZOOM - CLASSES ARE SCHEDULED FROM THOSE SIGNED UP TO THE WAITLIST FOR EACH OFFERING.**

**IN-PERSON CLASSES ARE EVENINGS OR WEEKENDS AND ARE ALSO SCHEDULED BASED ON WAITLIST SIGNUPS.**

**Join the Waitlists online at [AdaptiveLean.com](http://AdaptiveLean.com)**

### **SELF STUDY**

5 Fundamental Skills – Self Study

### **ONLINE COURSES WITH COACHING**

Hero on a Mission

5 Fundamental Skills – 5 Week Implementation

The “10% Each Week” Challenge

One Day Adaptive Lean Quick Start

AdaptiveLean Green Belt Equivalent

### **IN PERSON COURSES**

One Day Adaptive Lean Quick Start

AdaptiveLean Green Belt Equivalent

### **COACHING**

AdaptiveLean Green Belt Certification

One-on-One Coaching

Group Coaching

## **Hero on a Mission:**

Long term success using a skilled approach to Process Improvement is a marathon - not a sprint!

Without a clear "script" for you on this Mission you may find it difficult to sustain the effort.

As a certified Donald Miller Storybrand Coach, John Muka guides you through the official Hero on a Mission course using the actual Business Made Simple University online program. You will also receive a discount if you decide to buy an annual subscription to all 10 of these amazing courses.

Hero on a Mission focuses on you in a personal way. Through a series of engaging exercises you'll learn to articulate your most important long term goals and begin to see your daily quest for better ways to get the work done in a much larger context.

### **Key Components:**

- Write your own ultimate Life Summary Statement
- Begin developing your own script for achieving your most important goals
- Write you "Log Line": a three or four sentence summary to keep you on track.
- Daily Project Management habits to get things done

If you really intend to stand out while others are just trying to fit in this course will equip you to start each day with a renewal of the "Why am I doing this?" that is essential for you as "A Hero on a Mission".

Your instructor and coach, John Muka, considers this the real catalyst for much of what is being developed at AdaptiveLean.

### **CONTENT OVERVIEW: 4 Modules - once a week for 2 hours over 4 weeks**

- **Module 1: How to create a Life of Meaning**
- **Module 2:**
  1. How to Reverse Engineer the Life you want
  2. How your Story Summary helps you make daily Decisions
  3. Cast short and long-term Vision for you Life
- **Module 3: How to Manage your own Projects and Goals**
- **Module 4: Manage your Daily tasks with the BMS Daily Planner**

**Online with Group Coaching: 4 to 8 participants**

**Tuition: \$400**

## 5 Fundamental Skills: Self Study

In this free Self Study Course you will use the "Five Skills Basic Workbook" to learn the fundamentals of the AdaptiveLean method.:

1. **Process Observation**
2. **Inputs-Process-Outputs (IPO) Diagrams**
3. **Outcome Metrics and Run Charts**
4. **Targets and Target Conditions**
5. **Experimenting toward the Target Condition**

The downloadable Workbook is designed for both the experienced Process Improver as well as for the well motivated beginner. Not only can you effect important improvements in your personal workflow, you can also begin to influence your own internal/external suppliers and customers toward improvement as well. These same 5 fundamental Skills continue to be developed and enhanced by other AdaptiveLean offerings.

### **CONTENT OVERVIEW: 5 Modules - SELF PACED**

- **Module 1: Overview of the 5 Skills**
  - **Intro to Process Observation and Observation Application exercises**
- **Module 2: IPO Diagrams: "Recipes" :**
  - **Overview and Application Exercise**
- **Module 3: Introduction to Metrics**
  - **Selecting basic Output Metrics**
  - **Using Run Charts**
- **Module 4: Selecting Process Performance Targets:**
  - **Adding Target Lines to Run Charts**
- **Module 5: Experimenting toward the Target Condition:**
  - **Target Conditions vs. Solutions vs. Obstacles**
  - **Scientific Management Cycle:**
    - **Plan and Predict**
    - **Do**
    - **Collect Data and Observations**
    - **Evaluate and Focus on Obstacles**

**Tuition: FREE WORKBOOK DOWNLOAD**

## 5 Fundamental Skills: 5 Week Implementation with Coaching

As an important enhancement to the 5 Skills Self Study Workbook, this combination of Online Classes and Group Coaching expands the content and insures that you know exactly what is intended. You will also be assured that you are "doing it right".

Two one-on-one 30 minute Coaching sessions are also included outside of the weekly classes scheduled at your convenience.

### CONTENT OVERVIEW: 5 Modules - 2 hours per week for 5 weeks

- **Module 1: Overview of the 5 Skills**
  - Intro to Process Observation and Observation Application exercises
- **Module 2: IPO Diagrams: "Recipes" :**
  - Overview and Application Exercise
- **Module 3: Introduction to Metrics**
  - Selecting basic Output Metrics
  - Using Run Charts
- **Module 4: Selecting Process Performance Targets:**
  - Adding Target Lines to Run Charts
- **Module 5: Experimenting toward the Target Condition:**
  - Target Conditions vs. Solutions vs. Obstacles
  - Scientific Management Cycle:
    - Plan and Predict
    - Do
    - Collect Data and Observations
    - Evaluate and Focus on Obstacles

**Online with Group Coaching – 4 to 8 Participants**

**Tuition: \$250**

## The “10% Each Week” Challenge – One-On-One Coaching

Process Improvement methods like AdaptiveLean can have direct effects on reducing the time it takes you to get things done. Sometimes by as much as 30%. This course is designed to help you begin making small improvements in your daily routine each week by applying the 5 Fundamental Skills. The time saved is re-invested in making further progress the following week. The goal: by the end of three months to have 4 hours each week - 10% of your nominal 40 hour work week - consistently available for improvement cycles that now go deeper into the root causes of defects, delays and waste and implementing permanent solutions.

While it may be hard to imagine making a 10% improvement right now, is it possible to make your work 1% better each week, on the average? Keep that 1% and add another 1% the next week, and so on? The 5 Fundamental Skills along with weekly Coaching could make this a reality.

### CONTENT OVERVIEW: 12 Online Sessions – 1 hour per week for 12 weeks

- **Session 1: Overview of the 5 Skills and Orientation to your current daily routine**
  - Initial listing of “Just Do It’s” – small ongoing problems with known solutions – and select a few for permanent fixes before the next session.
- **Session 2: Your Daily "Recipes": your job as Inputs-Process-Outputs**
  - Prioritize various tasks and selection of an initial Focus area
  - Continue “Just Do It’s” follow-up
- **Session 3: Assess the current Operating Pattern for the Focus area:**
  - Facing the current reality and “Recipe” capture
  - Routines: Startup – Normal Processes – Exceptions – Shutdown/Changeovers
  - Selecting basic Output Metrics
  - Set up Run Charts
- **Session 4: Introduction to Target Conditions and Scientific Method**
  - Selecting the initial Target Condition and achieve by date
  - Obstacle Listing
  - Select one or a group of Obstacles for focused improvements
  - Apply the Plan/Predict – Do – Collect Data – Evaluate Sequence
  - Begin using the Experimenting Record
- **Session 5: Review Target Condition progress and adjust**
  - Update current Operating Condition description
  - Review and update Obstacles list
  - Describe new Target Condition and choose Achieve by date
  - Introduce additional methods and tools as needed
- **Session 6 through 12 : Review Target Conditions progress and adjust**
  - Session 12 includes overall progress review and lessons learned.

**Online with ongoing Coaching**

**Tuition: One-on-One Coaching \$1500; Small Group Coaching \$500 each**

**Required Text: Toyota Kata by Mike Rother**

## ONE DAY ADAPTIVELEAN QUICK START CLASS

This 8-hour, in-person class has long been one of the best immediate immersions into the world of the AdaptiveLean System. From the start of the session you will be launched into an engaging and fun “Production System” that starts as chaos and progresses to clear structure and effectiveness by end of that same day. The 2022 version has an improved emphasis on understanding and applying the 5 Fundamental Skills. These Skills are further enhanced throughout the day with the following key principles of excellent Process Design:

### Key Principles of excellent Process Design:

- Quality at the Source
- Variation Reduction
- Cycle Time and Lead Time improvement
- Co-Location
- One Piece Flow
- Metrics and Run Charts
- Balanced Scorecard
- Daily Lean Management
- Standardized Work Instructions

The day is constructed as a “fast forward” combination of continuous, Kaizen and Project improvements method. You will experience an all-at-once understanding of how these components work together. Transferability of this learning to your own situation is high. You can expect “back home results” built on a foundation primed for affecting your own daily quality, workflow and cost factors.

When multiple members of the same organization attend together, this session becomes a powerful way to establish the teamwork magnifies your real world results while reducing the time it takes.

Can be delivered on-site as well as in public open enrollment classes. The content can also be flexibly delivered on Saturdays or over several evenings.

**Class size: 12 to 24 Participants**

**Tuition: Individual Open Enrollment: \$400**

**Customized Team Sessions available – call to discuss.**

## AdaptiveLean 40 hour Green Belt Course Outline – in Person:

### Day 1: The AdaptiveLean Quick Start Content (8 hours)

(See the content description in the Quick Start course section)

### Day 2: In depth: Process Observation – “Recipes” – Output Metrics (8 hours)

- **Grasp the Current Operating Pattern**
- The three Process Ideals
- Process Mapping, Spaghetti Charts, Functional Flow Diagrams
- Graphical Measurement Tools: Run Charts, Pareto methods
- Process design criteria: TAKT time, Balance Charting
- Practice: Huddle Team meetings
- The Experimental Record method

### Day 3: In depth: Experimenting toward the Target Condition (8 hours)

- Time Based Management techniques
- Delay and time variation studies
- Standardized work for Startup Routines and Shutdown Routines
- Introduction to Measurement Systems Analysis and Statistical Process Control

### Day 4: Applying Statistical Models (8 hours)

- Applying Statistical Models to data
- Variation Reduction and Mistake Proofing
- Introduction to Designed Experiments
- 5S Workplace Organization
- Visual Controls

### Day 5: Share and Sustain: Standardized Work and Training (8 hours)

- Daily Accountability Routines
- Tiered Huddle and Value Stream methods
- Standardized work for Managers
- Introduction to Training Within Industry (TWI) approaches
- Communications and Out-briefing methods

**Class size:** 12 to 24 Participants Scheduled M-F, or 1 day a week for 5 weeks, or Sat-Sun sessions.

**Tuition: \$2900 In Person Class**

**Pre-requisites:** 5 Skills Self Study, OR 5 week Coaching Program, OR 10% Challenge Program

**Required Texts:** Toyota Kata by Mike Rother; Lean Six Sigma for Dummies

## AdaptiveLean Green Belt Certification Pathway:

A series of four 2 hour Group Coaching sessions for trained AdaptiveLean Green Belts seeking a certified Green Belt credential based on the AdaptiveLean program. In addition to the Group Coaching, at least two 30 minute one-to-one coaching sessions will also be available along with incidental phone and email support.

- **The establishment of a certified Work Group Team.** This Team would include a Leader, Supervisor or Director of a group of at least 4 people who co-operate on a daily basis to get the work done. Evidence of completion would include: daily Huddle Meetings, posted Metric Charts, cross- training plans, ongoing daily and weekly process improvement using the 5 Fundamental Skills and the routines provided in the Toyota Kata text.
- **The successful completion of a Kaizen (Rapid Improvement) Event:** This would include the initial Chartering of the Kaizen, engaging and orienting team members and sponsors, developing a problem focus, using the tools and techniques of Green Belt to facilitate the multiple day event and delivering a new Operating Pattern featuring ongoing application of the 5 Fundamental Skills and Toyota Kata routines.
- **The successful completion of a GB Level Project:** Similar to the Kaizen Event only a situation that requires ongoing intermittent improvement work over a period of time ranging from a few weeks to up to 3 months with a substantial Experimenting Record.

### **Session 1: “Seeing the Challenge”**

- Orientation to and choice of one of the three possible Certification Paths.
- Review of AdaptiveLean Green Belt Tools and approaches for engaging Sponsors, Managers, Leaders and Staff in focusing and describing an important challenge to the work processes. This could include one of more of the key factors of Quality/Safety, Flow and Waste elimination.
- The need for an onsite Coach from their organization to assist and verify their work.
- Metrics and Process Observations tools to facilitate a robust challenge description.
- A requirement to complete this challenge description before the next Module.
- In addition to Instructor insights, the group will be encouraged to discuss and contribute to the development of each other’s projects during the class.

### **Session 2: “Solving the Problems”** – developing the best solution set

- Review of each student’s project, either by individual presentations or by small group discussions with the Instructors guidance.



- Review of Problem Solving tools from Green Belt as appropriate to the particular Challenge discussions.
- Planning an orderly approach to the particulars of each project.
- Implementing appropriate metrics to determine progress.

### **Session 3: “Share and Sustain”** – implementing permanent improvements

- Review and discussion of project status for all students
- Review of appropriate Sustainment tools from the Green Belt Class
- Planning a structured approach to instructing Staff members and Leaders in the new methods and approach to the work processes to insure long term improvement.
- Direction on how to convert process level metrics into financial results.
- Preparation for outbriefs to local Management on the results of the projects.
- Format and preparation for a Certification application to AdaptiveLean.

### **Session 4: Candidate Outbrief** – via Zoom or in Person

Attendance by the Candidate’s Sponsor is needed. Certification will require both a written report on the work done as well as a copy of the final Outbrief materials.

**Pre-requisites:** AdaptiveLean Green Belt Training OR comparable Green Belt Training AND the One Day AdaptiveLean Quick Start Class

**Online Class Size: 4 to 8 Group Coaching Participants**

**Tuition: \$900**

## **ONGOING ONE-ON-ONE COACHING**

One-on-One coaching is available for those who have completed the AdaptiveLean Greenbelt, 5 Week Fundamental Skills Coaching or the 10% per week Challenge. Those with previous Green Belt or Black Belt training in other programs are also welcome upon completion of the 5 Week Skills course or the 10% per week Challenge as well.

**In these sessions you will be focused on real world problems from your own work situation.**

These One-on-One Sessions are typically one hour long and are scheduled for once every two weeks over a 3 month period for a total of 12 Sessions. The usual method is a Zoom call but in person sessions are also possible.

These sessions follow a basic structure:

Session 1: Initial Assessment. Review of business or organizational Challenges leading to a draft of overall set of desirable outcomes by the end of the 3 month period and initial decision on the Focus Process. Assigned “Homework” before the next session usually includes Process Observations, an Input-Process-Output-Description (“Recipe”) and a survey of existing data sources.

Session 2: Review of initial findings. Decide the Focus Process. Review the skills and methods for grasping and describing the current operating pattern including key output metrics. Plans for data gathering and further process observations will also be discussed. The use of Run charts for metrics review will also be planned.

Session 3: Review the current operating pattern information, metrics and run charts. The focus now shifts to planning the first Target Condition with an achieve by date. Most often the scope will be configured to fit to a two week achieve by date (that is, due at the next Coaching session. The specific tool of the Experimenting Record and the use of the 4 steps of the Scientific Method will be initiated (see Toyota Kata by Mike Rother for details).

Sessions 4 through 12: continued to engage the 4 Step Scientific Method toward a series of Target Conditions with appropriate achieve by dates. At session 7 conduct a “midpoint” critical review and any modifications to the plans needed for the best possible results at the end of the 12<sup>th</sup> session. The 12 Session will include an in depth review of what went well, what did not go well and next steps.

**Class Size: One Individual**

**Tuition: \$ 1500 Online**

**Required Text: Toyota Kata by Mike Rother**

## **ONGOING GROUP COACHING:**

Group Coaching Sessions have the same pre-requisites and format as explained in the One-on-One description. The key difference is you will be in an online study group of 4 to 8 people. This provides broader exposure to the thinking and actions of others taking on the similar challenges. These sessions can also be offered at a lower cost per person.

**In these sessions you will be focused on real world problems from your own work situation.**

This is also a three month program of 12 Sessions, one every two weeks. Similarly, the structure and content is the same as the One-on-One Coaching.

**Class Size: 4 to 8 Participants**

**Tuition: \$500**

**Required Text: Toyota Kata by Mike Rother**