



# Certificate in Lean Organisation Management Techniques Level 2

## Programme Information

### KEY INFORMATION

#### Content:

- Continuous Improvement (Kaizen)
- Workplace Organisation
- Safe and Effective Team Working
- Visual Management Systems
- Problem Solving
- Flow Process Analysis

#### Delivery Options:

- Online self directed study
- Online 2 x 3 hour workshops
- Site based 1 day workshop

#### Assessment:

- Online workbook submission

Quote & Booking:  
[info@tsplearn.co.uk](mailto:info@tsplearn.co.uk)

### What does this programme cover?

This programme provides learners with knowledge and understanding of Lean Organisation Management Techniques. Lean is a business improvement philosophy. It is a way of thinking and acting for an entire organisation whatever the industry sector you are in, from manufacturing to delivering services.

### Who is the programme suitable for?

- Those who wish to learn about lean organisation management techniques.
- Those with a responsibility for improving business performance.
- Those in teams who will be involved in projects focused on improving systems, processes and performance.

### How is the programme delivered?

We have a range of flexible learning options that include:

- Online self study - candidates usually complete learning and assessment activities within 1-2 months.
- Online workshops - 2 x 3 hour workshops delivered within an online learning classroom or using your own preferred platform.
- Site based workshop - 1 day workshop delivered at your preferred site location.

### How is the qualification structured & assessed?

This qualification consists of 6 units that are assessed by completing 3 online assessment workbooks.

### What related training/qualifications could candidates progress to?

Candidates completing this qualification could consider a wide range of further study including:

- Level 3 and 5 Management qualifications and apprenticeships.

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# Programme Content

TSP's accredited qualifications are underpinned by high quality online training and assessment materials. Our delivery team consists of experienced training consultants that provide your teams with the breadth of support that they need to ensure success. In addition, if you choose to use our delivery teams, we will ensure that we tailor and contextualise content to reflect your business needs.

All programmes are available throughout the year. We work with you to coordinate the dates and modes of delivery (online or site based) that you need. For further information or to discuss your needs, please get in touch using the contact information below.

## Lean Organisation Techniques in Business

- Principles of a lean organisation.
- The 7 deadly wastes.
- Minimising waste.
- The benefits of a lean environment.
- Implement the productivity needs analysis
- The process for conducting a productivity needs analysis.
- Business performance measures.
- Prioritising measures.
- Collecting information from customers.
- Process maps.

## Business Improvement Tools & Techniques

- Kaizen principles and their application.
- Principles and techniques of workplace organisation.
- Use visual indicators to improve the work environment.
- Know ways to eliminate variance from processes.

## Working in Business Teams

- Understand what makes an effective team.
- Characteristics and structure of teams.
- Belbin's theory.
- Benefits of team working.
- Dealing with conflict within a team.
- The importance of effective team leadership.



## Would your organisation benefit from...

- Assessing the level of digital/ICT skills across the workforce?
- Addressing English and Maths skills across the workforce?
- Providing flexible learning opportunities for staff to upskill in any of these areas?
- We can help, contact us today.

## We also provide: Levy Funded Apprenticeship Delivery

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security Management Level 3
- Passenger Transport Operations/Management Level 2-4

\*TSP is offering a 10% reduction on the value of orders for TSP Pro courses confirmed in July & August 2023

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