LEAN

YOUR CERTIFICATION JOURNEY

TRAINING,
LEADERSHIP
CONSULTING



Overview of Lean

Lean is more than a toolset - **it's a mindset**.

It's an approach to operational excellence that helps you **improve flow**, **reduce waste**, and **focus** on what truly matters to **your customer**. By applying Lean principles, you'll learn how to spot and eliminate inefficiencies, reduce errors, and lower the cost of doing business.

We use a structured, practical framework called the **FOCUS Methodology**: **FOCUS**, **OBSERVE**, **CREATE**, **UTILISE**, **SUSTAIN**. This method helps you solve real problems linked to Waste and Flow step by step.

How Lean Benefits You and Your Organisation:

1. Practical problem-solving skills
2. Grow your career
3. Better results at work
4. Real impact for your organisation

Who Should Attend:

This Lean Thinking programme is designed for individuals at all levels who want to improve everyday operations and add value in their roles.

We recommend this programme to the following:

- Team Members and Support Staff
- Junior professionals
- Supervisors and team leads
- Managers
- Anyone involved in day-to-day operations

What makes our programmes unique?

eLearning Excellence:

Delivered through our new and improved eLearning portal, TLC's Learning Centre, the course features engaging visual content, voice-over narrations, instructor-led video's, and case studies that mirror workplace challenges.

Progressive Learning:

Learners progress through structured stages with tollgates, where quizzes must be completed before advancing to the comprehensive exams.

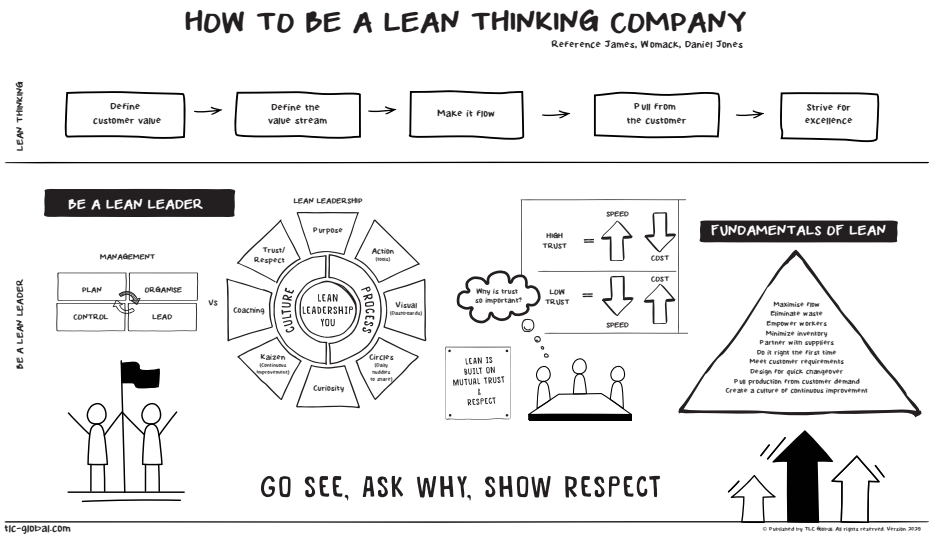
Practical Application:

Developed by experienced Master Black Belts, the course uses real-life data and scenarios to ensure the tools and techniques are directly applicable to the workplace.

TLC TRAINING, LEADERSHIP CONSULTING

Programme Objectives:

- Explain the history of Lean and why it remains relevant today
- Define customer needs and their impact on processes
- Identify and apply the 8 types of waste, 5S, and visual management techniques
- Differentiate between push and pull systems and their application in work flow design
- Use the A3 problem-solving approach to address real-world issues
- Develop current and future state value stream maps
- Identify risks and implement effective, sustainable solutions
- Explain and apply error proofing (poka-yoke) methods
- Describe key system leverage points and strategies to sustain change



Key Outcomes:

Lean certification empowers professionals to:

Think differently about problems

Lean training helps you approach challenges with a critical, structured mindse, focusing on root causes instead of surface-level issues.

Improve the way work gets done

You'll learn how to reduce delays, eliminate waste, and create more efficient processes that benefit both teams and customers.

Lead with practical tools

The programme equips you with tried-and-tested Lean techniques you can apply immediately in your daily work.

Stand out professionally

Lean certification shows employers that you're capable of driving meaningful improvement and supporting business goals.

Make a measurable impact

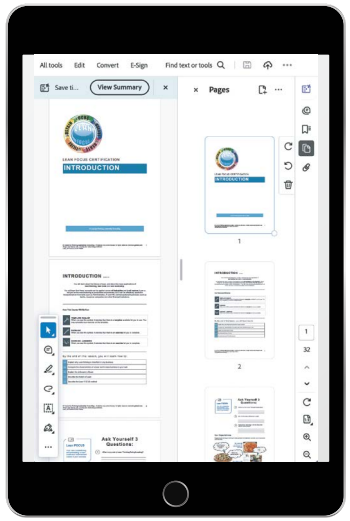
By applying what you learn, you can contribute to tangible results - whether it's time saved, costs reduced, or quality improved.

TLC TRAINING, LEADERSHIP CONSULTING

What's Included in the Course:

Comprehensive Lean eBooks

Lean uses the FOCUS Methodology; Focus, Observe, Create, Utilise, and Sustain. Standard Certification pricing includes downloadable electronic eBooks.

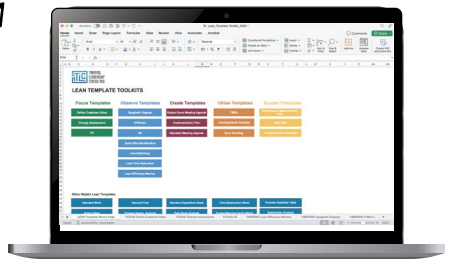


Practical Learning Exercises and Activities

These are woven in throughout the self-paced online courses, to ensure participants gain confidence to use the skills in the real world.

Lean Template Toolkit

From our experience, we have assembled a Lean Toolkit. This toolkit assists practitioners to remain focused on their project work, rather than spending time creating their own "templates". This includes templates for each phase of the FOCUS methodology.



Online Exam

There is 1 online exam. Learners are required to pass with a minimum of 80% to certify. The exam consist of multiple-choice questions. The exam is a timed, and open-book.

International Certification

We are accredited with the International Accreditors for Continuing Education and Training (IACET). On successful completion, you will receive a formal certificate confirming all details of your achievement.



ACCREDITED IACET PROVIDER

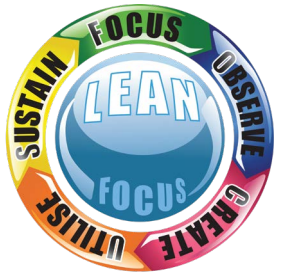
Case Study / Simulated Project

This is a hypothetical case study that is included in the Standard Certification programme. For Lean training, you'll work with the Prosim simulation, which focuses on a transactional/service process.



Lean FOCUS Roadmap

Programme breakdown



	Module 1	Module 2	Module 3	Module 4	Module 5
	FOCUS	**OBSERVE**	**CREATE**	**UTILISE**	**SUSTAIN**
OBJECTIVES	Define Customer Needs Initiate A3	Genchi Genbutsu Develop a Value Stream Map Collect Baseline Data Develop Detailed Process Map Observe The Layout & Flow (Spaghetti Diagram) Identify Waste Implement 5 S	Analyse the Root Cause (Brainstorm, Fishbone, 5 Whys) Plan & Run Kaizen Events (PDCA) Create New Layout Create Future VSM	Mitigate Risks & Poka Yoke Process Implement Visual Management Implement Solutions Account for Lean Benefits	Manage System Factors Implement a SOM Practice ABC BOC Become a Lean Leader
DELIVERABLES/ TOOLS	• Defined Customer Requirements • A3	• Value Stream Map • Baseline Data • Process Map • Waste Identified • VA / NVA analysis • 5S	• Root Causes Identified • Kaizen Event(s) • A3 • Redesigned plan • Future VSM	• FMEA • Error Proofing • Visual Management • Implementation Plan • Training Needs Analysis & Training	• Change Checklist • SOM

How to get started on your Lean journey

We understand that individuals seeking to study further need flexible learning options to be able to progress at their own pace and in their own time. Our **self-paced online training** is designed just for you!

01 Complete the online material

02 Write your exam

03 Submit your project

Access your online course 24-7 and study when it suits you. Our user-friendly eLearning portal allows you to download your course manuals and progress through the online content as quickly or leisurely as you like. We have a dedicated online support team on call to assist you with any technical queries you may have.

Self-paced Online Training

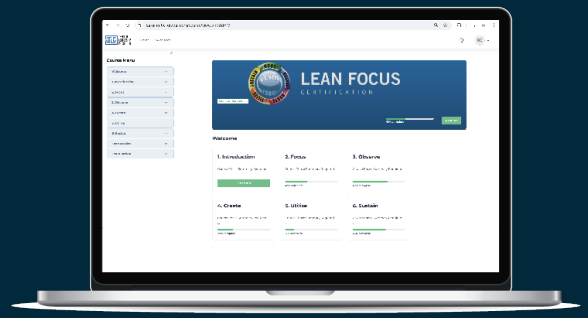
- 3 Months access to the online Lean training course.
- It will take approximately 61 hours to complete.

The programme includes:

- Lean eBook per phase
- Lean Template Toolkit
- Instructor-led Videos and Voice-over Narrations
- Online exam
- Simulated Project
- International Certification



Download the Moodle App for On-the-Go Access



TLC's Learning Centre

The Learning Centre is our user-friendly online platform built for flexible, self-paced learning. Designed to fit around your schedule, it gives you access to high-quality training from anywhere, at any time. With guided content, interactive features, and practical tools, it's a convenient way to upskill without stepping into a classroom.

Registration Dates

We offer **monthly registrations** for our online courses, allowing you to start your training at a time that suits you.

Technical Requirements

To access the Learning Centre, you can use a **computer**, **laptop**, or **tablet**. It is compatible with both **Apple** and **Android** devices. We recommend using **Google Chrome** or **Microsoft Edge** as your web browser. **Adobe Reader** is required to view PDF documents, and up-to-date versions of Microsoft **Excel** and **PowerPoint** are needed to use the template toolkits and Simulated Project.

TLC TRAINING, LEADERSHIP CONSULTING

How to Certify

About the Case Study.

Standard Certification (Level 3 Certification) is achieved when you have successfully completed all online requirements and passed your online exams; and submitted your **simulated project storyboard** with an acceptable assessment. The case study /simulated project has been designed to assist you in applying the theory to a hypothetical company to practice.

The Case Study has been designed to showcase your learning in a simulated project environment.
For Lean training, you'll work with the Prosim simulation, which focuses on a transactional/service process.

01 Submit your project

02 Wait for your project review

03 Receive your Certification

Please note: If you choose to complete all online requirements and pass the exams, but do not submit the simulated project, you will receive a Level 2 Certification.

Have a team to train?

We offer group on-site training for organisations.

Contact us for more information
info@tlcglobal.co.za



TRAINING LEADERSHIP CONSULTING
TEACH • LEARN • GROW
VERITAS VOX

Level 3 Certification

ACCREDITED IACET PROVIDER

Experience our Online Portal!

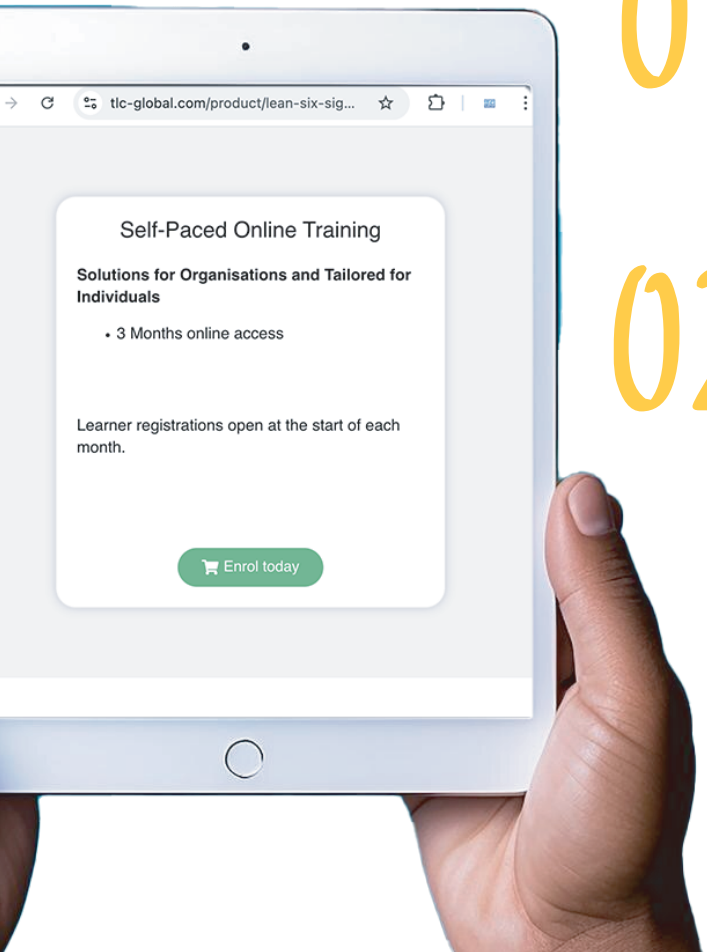
Get started with **complimentary trial access to an introduction module** from one of our Lean Six Sigma courses including Lean and experience what it's like to learn through TLC's Learning Centre.

- ✓ Get a feel for the course structure
- ✓ Preview real content from our Yellow, Green, and/or Black Belt programmes
- ✓ Learn at your own pace with guided, instructor-led content.

*No certificate is issued for the trial access.

TLC TRAINING, LEADERSHIP CONSULTING

How to Register



01 Visit our website

02 Pay Online via our secure payfast system

03 Reserve a place

TRAINING, LEADERSHIP CONSULTING

About Training Leadership Consulting

Training Leadership Consulting (TLC) is a trusted training provider specialising in Lean Six Sigma, Leadership, and Process Improvement.

Our purpose is to create problem-solving leaders who drive efficiency and long-term success.

or contact us directly
info@tlcglobal.co.za