

SEHG IN-PERSON WORKSHOP SERIES

Lean Six Sigma

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Lean Six Sigma workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-SV-2956 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Lean Six Sigma

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About This Workshop

Imagine a realm where business processes are optimized, waste is minimized, and customer expectations are exceeded- this is the world of Lean Six Sigma. Lean Six Sigma is a process improvement methodology that merges the power of Lean and Six Sigma approaches. Lean process, which is based on the principle of continuous improvement, aims to eliminate waste while maximizing value for the customer. On the other hand, Six Sigma is a data-driven approach that focuses on reducing variation and defects in processes, using statistical analysis and problem-solving techniques. Together, Lean Six Sigma has revolutionized the ways organizations operate and succeed, and can be applied to any industry or business process.

The Lean Six Sigma course will provide participants with the fundamental principles of Lean Six Sigma, and how to apply them to business processes, reduce waste, and deliver measurable results. Participants will gain an understanding of the DMAIC and DMADV problem-solving approaches, and how to use common Lean Six Sigma tools and concepts, such as Value Stream Mapping and Kaizen, to facilitate process improvements. With the power of Lean Six Sigma, organizations can efficiently streamline their workflow and achieve operational excellence.

Workshop Objectives

- Define Lean, Six Sigma, and Lean Six Sigma
- Identify the principles of Lean Six Sigma
- Determine the phases of Six Sigma, using the DMAIC and DMADV frameworks
- Recognize the principles of Lean Manufacturing
- Successfully implement Lean Process and Six Sigma into business practices
- Explore tools and techniques to drive change
- Identify the business advantages of Lean Six Sigma

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Lean Six Sigma course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Lean Six Sigma

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group