



Training Programs

Six Sigma Certification Opportunities

Lean Overview Workshop

Lean Team Development

Supplemental Training Classes

FinTek Training Programs

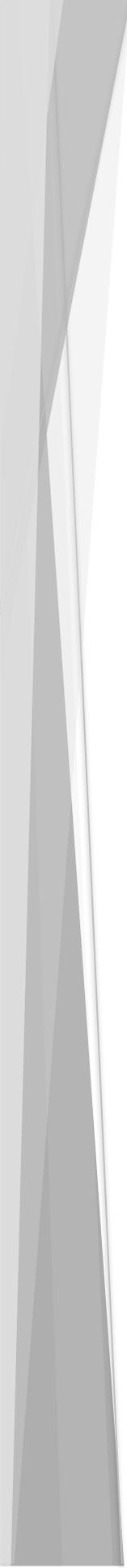
Along with outstanding instructor led training, FinTek offers blended learning capabilities to meet the needs of all learner types and client requirements. Our programs can be customized to best fit customer needs.

Blended Learning Capabilities

Virtual learning tools enhance our training, track learners, and provide a truly blended learning experience when integrated with classroom sessions

- Canvas by Instructure is a learning management system or LMS, we have adapted to professional training.
- Our virtual sessions, we use Webex Training Center. This gives us the capabilities of slide presentations, hands on sessions with programs like MiniTab, and a virtual whiteboard for examples. We also record sessions and make them available in the course calendar for those who miss one and need to make it up





Six Sigma

Certification Opportunities

Green Belt

Black Belt

Six Sigma

Certification Opportunities

Lean Six Sigma Black Belt, Green Belt

When effectively structured, organizations can have robust strategy execution processes that deliver results with a commonly applied methodology. This methodology must have the appropriate framework, tools, and solution development process within the organization to be able to effectively deliver results. Most companies struggle to deliver the strategic initiatives due to gaps in program/project execution methodology.

Whether improving existing or designing new processes teams need a consistent process methodology for delivering agreed upon results, in a timely manner.

The DMAIC process methodology of Six Sigma has been used across multiple industries for close to 2 decades to provide a common methodology to problem solving, root cause analysis, and leadership development.

Learning Objectives :

- Learn to Write a Clear Business Case, Problem Statement, Measure of Success, and goal.
- Learn how to effectively scope your continuous improvement efforts
- Team Creation, Formation, and Facilitation
- Mapping the key processes for improvement
- Understanding the Requirements from a Customer perspective
- Developing a sound Family of Measures
- Information Planning and gathering techniques
- Proficiency in root causation techniques
- Validation of Root Cause Drivers to improve processes
- Solution Creation/Change Management
- Control System Methodologies for Sustain gains from the process.

Who Should Attend

This multiple day/session training curriculum is designed for Project Managers, Supervisors, and team leaders or other key people in the organization who are responsible for continuous improvement.

Six Sigma

Certification Opportunities

Training Outcomes

- Build a bench of Continuous Improvement resources (can solve problems anywhere in the organization)
- Provide the skills necessary for project managers to deliver on continuous improvement efforts
- Facilitation Training (see Facilitation Training)
- Completed Improvement Project/Event for each attendee, delivering 4-10X training cost.
- Personal Skills development in public speaking

Agendas:

Green Belt Training:

- 1 Day Project Champion Business Process Management Training, Project and Project Manager Selection and Prioritization
- 4 ea. 0.5 Days of Project Champion Training over 4 months to stay connected to training interval.
- 12 days of Project Manager in 4 sessions of 3 days each over 4 months
- 4 days project execution report out training.

Black Belt Training:

- 1 Day Project Champion Business Process Management Training, Project and Project Manager Selection and Prioritization
- 5 ea. 0.5 Days of Project Champion Training over 5 months to stay connected to training interval.
- 16 days of Project Manager in 5 sessions of 3-4 days each over 5 months
- 5 days project execution report out training.

Lean Overview

Workshop Offering

Lean Overview Workshop

Many companies waste far too much time debating what should be there approach to continuous improvement activities. Should we be doing Lean, Should we be doing Six Sigma? Continuous Improvement programs like Lean are an investment in time, and resources, and like any investment in a firm, the leadership needs to understand the investment will dictate the return.

Come learn the differences and similarity in these two renowned programs for continuous improvement, and unlock the potential of your organization to accelerate your improvement cycle.

This 4 hour event in a workshop type environment will layout the elements required for a successful Lean Program Launch Six Sigma Program launch or a Lean Six Sigma Program Launch, or strength already existing programs that may be struggling to gain traction within the organization.

Learning Objectives :

- Learn where Lean falls in the Continuous Improvement Spectrum
- Recognizing the different types of Lean and Six Sigma activities from foundational, to cultural, to delivering high impact
- Understand the various models for Lean and Six Sigma Deployment, as well as resource commitment, and organizational alignment.
- Recognize the difference between continuous improvement activities and a Lean Program.

Who Should Attend

This 4 hour event is intended for Key Decision Makers within the Organization, Established Lean Leaders within the organization

Training Outcomes

- Recognize and Evaluate current Lean Program Successes and Gaps
- Utilizing Key tools and processes to establish or improve your existing Lean Program
- At least 1 potential project or event scoped, so we can take back to the organization to implement.

Agendas:

- Then and Now
- Six Sigma Basics
- Lean Basics
- When do I Six Sigma? When do I Lean?
- Deployment options

Developing Lean Teams

Workshop Offerings

Lean Executive Development

Lean Leader Development

Lean Team Member Development

Lean Executive Development

Many companies struggle to fully leverage their Lean programs, for a variety of reasons; from lack of senior leadership commitment, linkage for strategy deployment, understanding the needed structure, and organizational alignment necessary to make it a lasting success.

Continuous Improvement programs like Lean are an investment in time, and resources, and like any investment in a firm, the leadership needs to understand the investment will dictate the return.

What time of investment is your company willing to make it Lean? In the financial world investing can go from low to high risk, loss capital to huge dividend/growth, can range from aggressively looking for short term capital gains, and to more steady with long term capital gains that right through cycles.

This 2 day event in a workshop type environment will layout the elements required for a success Lean Program Launch, or strength already existing programs that may be struggling to leverage waste elimination within the organization.

Learning Objectives :

- Understand the 8 key business processes needed to link Lean to strategy deployment
- Learn where Lean falls in the Continuous Improvement Spectrum
- Recognizing the different types of Lean activities from foundational, to cultural, to delivering high impact
- Understand the various models for Lean Deployment, as well as resource commitment, and organizational alignment.
- Recognize the difference between continuous improvement activities and a Lean Program.

Who Should Attend

This 2 day workshop is intended for Key Decision Makers within the Organization, Established Lean Leaders within the organization

Lean Executive Development

Training Outcomes

- Recognize and Evaluate current Lean Program Successes and Gaps
- Utilizing Key tools and processes to establish or improve your existing Lean Program
- Ability to work with a team of individuals in developing and implementing a best fit deployment model.

Agendas:

- What is Lean?
- Why Lean?
- Lean Strategy (BPM/Strategy Deployment)
- Preliminary Plan Workshop
- Program structure/Strategy Linkage
- Lean Tactical
- Identifying Waste
- Value Stream Concepts
- Lean Tools/Applications
- Event Execution/Management
- Lean Cultural
- Communications
- Change Management/Resistance
- 8 Stage of change/process
- Cycle of Learning
- Executive Commitment

Lean Leader Development

When companies embark down the Lean path, the top leaders, and front floor associates are excited, and understanding of their roles, however often times the folks that own the value stream targeted for waste elimination don't understand how they fit into the process.

They are key to the on-going daily success of a good lean program, and as such need to understand their role in owning a value stream, executing kaizen events, and providing the necessary leadership to for the organization and its associates.

This 3 day training event structured in a workshop environment in which team members craft a value stream map, and draft the initial kaizen event(s), is designed to effectively and efficiently execute your Lean Deployment Strategy.

Learning Objectives :

- Understand the fundamental concepts of Lean Deployment.
- Know and understand the benefits of a value stream, and value stream mapping.
- Recognizing the different types of Lean activities from foundational, to cultural, to delivering high impact
- Learning how to overcome cultural hurdles within the organization.
- Understand the roles of a good lean program, and how to support the program from their level within the organization.
- Recognize the difference between continuous improvement activities and a Lean Program

Who Should Attend

This 3 day workshop is intended for supervision of operations, mid-level managers or process owners, or sponsors of Lean Continuous improvement events (Kaizen)

Lean Leader Development

Training Outcomes

- Knowledge of Value Stream, and how to construct the basic value stream map
- Utilizing Key tools and processes to establish or improve your existing Lean Program
- Ability to work with various kaizen event leaders within the organization to support and execute Lean within the organization.

Agendas:

- What is Lean?
- Why Lean?
- Lean Strategy Lite(BPM/Strategy Deployment)
- Program structure/Strategy Linkage
- Lean Tactical
- Identifying Waste
- Value Stream Concepts
- Value Stream Map Construction
- Lean Tools/Applications
- Event Execution/Management
- Lean Cultural
- Change Management/Resistance
- Cycle of Learning

Lean Team Member Development

This 4-8 hour interactive session is designed to teach front line associates their role in a Lean Transformation. It also give them an understanding of the Kaizen Event process, and initial learning of the Lean Tool Kit.

Learning Objectives :

- Understand the fundamental concepts of Lean.
- Recognizing the different types of Lean activities from foundational, to cultural, to delivering high impact
- Understand the roles of a team member, and how to support the program from their level within the organization

Who Should Attend

Structured for the front line/associate levels within an organization – appropriate for all employees within an organization going through a Lean Transformation

Training Outcomes

- Identifying waste within the organization.
- Utilizing Key tools and processes to establish or improve your existing Lean Program
- Ability to work with various kaizen event leaders within the organization to support and execute Lean within the organization.
- List of kaizen event oppportunities birthed from the associate level of the organization..

Agendas:

- What is Lean?
- Why Lean?
- Lean Tactical
- Identifying Waste
- Value Stream Concepts
- Value Stream Map Construction
- Lean Tools/Applications
- Event Execution/Management

Supplemental Training Workshop Offerings

For ongoing development

Lean Programs
Leadership Programs

Supplemental Training Classes

Lean Programs

Value Stream Mapping (VSM)

A compressive offering that teaches the fundamentals of creating your organizations VSM, how to understand what the map is telling you, and how to use the information to in your improvement efforts. (3 Day)

A3 Thinking

Critical problem solving skills for all levels in the organization. This A3 thinking course these the step by step 8 step process of problems solving. Participants will utilize this process to solve interactive simulations issues during this delivery. (1 day)

Visual Management Systems

Building on your understanding of VMS, Lean how to create a Visual Management System that transforms our SQDC “Score card” into a live VSM System of improvement. This is a 1 day workshop

Leadership A3 Coaching

Based on the Shook’s Managing to Learn book, this class is designed to build the leadership capability of how to transition to a coaching relationship within their team. This is a 3 day course that builds off of the VMS and A3 thinking modules.

Supplemental Training Classes

Leadership Programs

Facilitative Leadership Skills

Teaches leaders to make meetings more productive and efficient, in addition to learning tools and techniques to keep meetings and projects on track while also fine-tuning facilitation skills

Conflict Management

Leaders learn practical strategies to handle conflict in the workplace. How to form conversations, focus on behavior and events rather than personalities, importance of listening, identifying points of agreement or disagreement, and developing a plan to resolve conflict

Coaching for Performance Improvement I and II

These sessions are intended to help participants build a foundation for coaching success, deliver constructive feedback and utilize resources to overcome coaching challenges. Second session discusses experiences since first training and builds upon concepts learned in the original course

Data Analytics 101 and 201

Enables leaders to understanding measurements as an investment, giving insight into collecting data to solve problems and determine root cause. Sessions include Pivot Table training, learning powerhouse tools of data analysis with practice, and highlights the method and importance of presenting data effectively to tell the story.

Root Cause Analysis

Teaches leaders tools and methods to identify and explore all possible causes related to business problems to determine **root** cause. Understanding this process is critical to enhancing problem solving skills for leaders.

Leading Change

Provides tools to maximize leadership effectiveness by focusing on managing change productively. Leaders at all levels will understand why people and organizations resist change, how to distinguish between types of resistance, overcoming inappropriate resistance to change, and leading during change implementation .

Supplemental Training Classes

Leadership Programs

Effective Communication

Covers the principles of effective communication, methods, and causes of communication issues. Highlights guidelines to effective interaction and avoiding negative communication

Team Building

Leaders learn practical strategies applications to build awareness of the contributions of individual team members, gaining commitment to team participation, making better quality group decisions, and fostering positive interpersonal relationships among team members

Methods of Delivery

All leadership classes can be customized and modified to fit each client's needs. Most content is designed for an 8-hour class sessions. **Topics may be combined into a custom multi-day program.**

Two multi-day programs available are New Leader Essentials and Leadership Transitions. Topics may be substituted and can be customized to include client-specific content.

New Leader Essentials:

- 5 session program (can be one day at a time over multiple weeks)
 - Five sessions – time contingent upon customization
- Intended audience: New leaders and/or high-potential individuals
 1. Promoting individual success
 2. Managing for performance
 3. Building commitment

Leadership Transitions :

- 5 session program (can be one day at a time over multiple weeks)
 - Three 1-3 hour sessions, Two 8 hour sessions (FLS and RCA)
- Intended audience: Leaders transitioning from task oriented supervision to leadership positions
 1. Management vs Leadership
 2. Making of a Leader
 3. Coaching for Performance
 4. Facilitative Leadership Skills and Root Cause Analysis
 5. Leading Change