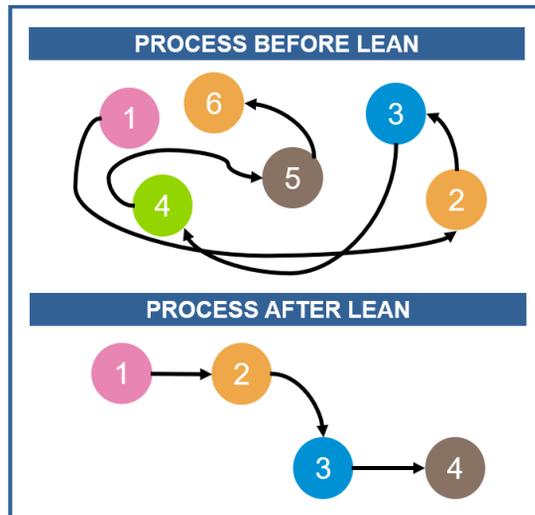# OLAO Lean Six Sigma (LSS) 'Jumpstart' Training

The LSS program provides training in key techniques, tools, and approaches for application in a transactional environment that will lead to impactful improvement for your NIH office, IC, and beyond.

The office of Logistics and Acquisition Operations (OLAO) hosts a two-hour virtual training course as part of its LSS program. This training has been specifically designed as an entry training into process improvement and Lean Six Sigma. During the session, NIH-OLAO LSS Black Belts will guide you through the basics of Lean Six Sigma and process improvement tools and concepts that can help you and your teammates drive improved operational efficiency and effectiveness virtually.

What is Lean Six Sigma (LSS)?

Lean Six Sigma is a set of methodologies used to systematically improve processes by:

- Focusing on process quality, lead time, and systems used for product or source delivery
- Eliminating sources of variation (defects) and waste
- Targeting process improvements around issues voiced by the customer and the business
- Measuring process actual performance against process requirements (customer/business needs)

PROCESS BEFORE LEAN

PROCESS AFTER LEAN

Discussion and Training Objectives:

1. Brief introduction to the Lean Six Sigma
2. The Project Charter Tool
3. How to virtually perform As-Is process mapping
4. The importance of collecting the voice of the customer for improvement initiatives
5. The framework and steps for data collection to identify improvement opportunities
6. The concept of 5S and how it can help to organize a workplace or workflow
7. How to use Kanban to track progress of team members and inventory of supplies

Access all NIH Process Improvement Tools and Templates

[Click here]

Course Information:

When: This Jumpstart Training is offered quarterly and you can join the program waiting list via the following email, LeanSixSigma@od.nih.gov, with subject "Add me to the Jumpstart to Process Improvement training waiting list"
Where: Virtually via WebEx
Who: Enrollment is open to all federal NIH Employees
Cost: $250. Payment can be made through a direct CAN citation to OLAO