

# LEAN FOCUS BUSINESS SYSTEM: TRAIN-THE-TRAINER PROCESS

Enhance the proficiency of your  
Continuous Improvement (CI)  
Leaders in driving change

Establish consistency by adopting  
well-proven methods for leading  
and engaging your employees

Maximize the impact of  
your training sessions on  
your people and results

## LEAN FOCUS BUSINESS SYSTEM

### GROWTH SYSTEM

### LEAN SYSTEM

### LEADERSHIP SYSTEM

#### ASPIRE DISCOVER DESIGN DEPLOY

#### SAFETY QUALITY DELIVERY COST

#### BUSINESS CULTURE TALENT

Market Segmentation	Product Portfolio Management	Lean Phase-Gate System	Launch Control Room
Strategic Planning	User Workflow Discovery	Innovation Visual Project Management	Sustainment Engineering Toolkit
IP Mapping	Design Thinking	Design 2 Produce Toolkit: • FMEA • VAVE • 3P • DFM • Reliability	Rapid Growth Assessment
Technology Maps	Project Requirements Kaizen	Continuous User Feedback	Sales Funnel Management
Idea Incubator		Launch Readiness	Strategic Pricing
Roadmap Event			Value Selling
Innovation Risk Reduction			
Strategy Deployment			

Behavior Based Safety Culture	Total Quality Management (TQM)	Creating Level Pull	Rapid Plant Analysis
EH&S Risk Kaizen	Built-in Quality System (BIQS)	Making Materials Flow	Footprint Rationalization
Energy & Waste Saver Kaizen	Mistake Proofing & Jidoka	Dynamic Kanban & PFEP	Total Productive Maintenance
Gemba Walks & Layered Audits	Variation Reduction Kaizen (VRK)	Heijunka (Level Loading)	Setup Reduction
Job Safety Analysis		SIOP Process	Creating Continuous Flow
		Capacity Analysis	Lean Transformation Boot Camp
		Fundamentals of Inventory Mgmt.	

Mission, Vision, Values Process	Intro to a Lean Culture	Talent Management Process
Business Operating Rhythm	Engagement Process	Organization Readiness Process
Leading the Lean Transformation	CI Leader Boot Camp	Performance Management Process
Due Diligence & Acq. Integration	Lean Foundation Boot Camp	Leadership Development Process
Breakthrough Kaizen Week	Leadership System Boot Camp	Reward & Recognition Process
Lean Toolbox Assessment	LBS Train-the-Trainer Process	
Lean Site Assessment	Lean Transformation Jumpstart Program	

## FOUNDATIONAL TOOLS

Voice of Customer	8 Wastes & 3M's	Value Stream Mapping	Kaizen Event Process	6S & Visual Management	Problem-Solving System	Standard Work/Leader Standard Work	Transactional Process Improvement (TPI)	Daily Management	Visual Project Management
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## LBS TOOL-BASED "TRAIN-THE-TRAINER" PROCESS

### 1. Trainer Preparation

Align on Objectives for the Trainer in Training  
Review facilitation methods and coaching criteria  
Identify training target topics, sites, and dates

### 2. Conduct Event Pre-Work

Charter Development, Kaizen Objectives, Burning Platform, Data Analysis  
Building the Kaizen Team, Event Communication, Leadership Engagement

### 3. Observe & Support a Kaizen Event

Engage in a Kaizen facilitated with a Lean Focus expert and proven methods & tools  
Observe and learn the process for engaging the team and driving results  
Independent study of Kaizen topic materials (assigned readings)

### 4. Lead a Kaizen Event with Coaching

Take on the Lead role on Kaizen Event from Start to Finish  
Receive Coaching each step of the way from Lean Focus  
Apply and Practice the Feedback to Strengthen skills throughout the week

### 5. Structured Feedback from Lean Focus

Coaching in the moment as needed  
Daily feedback with targeted adjustments  
Detailed scorecard highlighting Strengths & Opportunities across multiple criteria



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**LEADERSHIP**  
A LEAN FOCUS PRACTICE AREA

# LEAN FOCUS BUSINESS SYSTEM: TRAIN-THE-TRAINER PROCESS

## WHAT IS THE TRAIN-THE- TRAINER PROCESS?

Unlock the full potential of your organization's Kaizen Facilitation with our comprehensive TRAIN-THE-TRAINER program. Follow a proven roadmap to success, developing the skills and capabilities of your Continuous Improvement (CI) Leaders. Build their confidence in driving tangible results and establish a consistent approach to Kaizen Event execution.

Experience the remarkable impact this program will have across your entire business. Witness the transformation as you build a self-sustaining culture of improvement that will propel your organization forward.

## LBS TOOL-BASED TRAIN-THE-TRAINER PROCESS:

Select the LBS Tool(s) for your org:

Daily Management

Problem Solving Process

Standard Work

Value Stream Mapping

Transactional Process Imp.

6S & Visual Management

TPM

Setup Reduction (SMED)

\*Others?... (~50 tools in total)

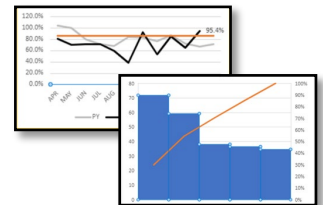
### Kaizen Charter Preparation

A detailed form for Kaizen Event Charter preparation, including sections for event goals, scope, and resources.

### Kaizen Event Readiness Checklist

A checklist table for Kaizen Event Readiness, listing various tasks and their completion status.

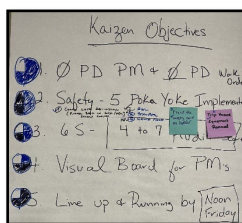
### Kaizen Event Prework Process



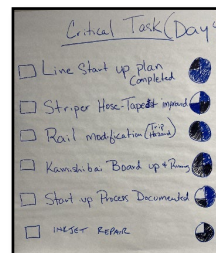
### Kaizen Event Facilitation Scorecard

A scorecard table for Kaizen Event Facilitation, tracking various metrics and scores across different areas.

### Kaizen Objectives



### Daily Objectives



REQUEST A CONSULT:  
INFO@LEANFOCUS.COM

## How do I get started?

Schedule your CI Leaders for  
Train-the-Trainer

Take the first step toward workspace transformation. Contact us today to schedule a consultation and discover how training your CI Leaders for Kaizen can elevate your organization's operations.



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