

Lean NEWS VTrans

Training

LEAN CLASSES:

- Now available to all VTrans employees
- Lean White Belt, Yellow Belt and Green Belt classes (see pg.2 for details)

In this edition we highlight the latest Lean event and discuss the Lean training program held at our own VTTC.

ALL ABOUT THE CONTAGIOUS WORLD OF PROCESS IMPROVEMENT

Third Edition

SECTION 106 LEAN EVENT

Project Delivery Bureau's
Environmental Section
Cultural Resources Review



Section 106

Lean team: Brennan Gauthier, Andrea Wright, Chris Slesar, Kyle Obenauger, Jenn Russell, Judith Ehrlich, Bill Farley, Karen Spooner & Jeff Ramsey

PDB's Environmental Section

recently conducted a Lean event to streamline their internal process for Section 106 of the National Historic Preservation Act. Their goals were simple:

- Improve customer satisfaction
- Reduce the # of steps in their process
- Identify team roles and responsibilities
- Create a consistent and transparent process
- Reduce process times for reviews

RESULTS

	Before	After	% Improved
Process Steps	70	22	69%
Handoffs	36	12	65%
Process time (days)	76	30	60%

Coffee Cart Chatter

Meeting Management Tips

- ✓ Be prepared
- ✓ Invite the right people
- ✓ Provide a purpose for meeting
- ✓ Test your tech
- ✓ Begin on time
- ✓ End on time
- ✓ Stick to the purpose
- ✓ Facilitate and involve everyone
- ✓ Summarize & discuss action items
- ✓ Follow up if necessary
- ✓ Add some humor



Suggest a Lean project

Click [here](#) or just stop by for a chat.

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Lean Program Manager
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LEAN WHITE BELT TRAINING



Instructor Kate McGovern - Lean White Belt Training

Training

Instructor Kate McGovern of Daniel Penn Associates leads the first *Lean White Belt* training held this past March at the VTTC. Over 40 VTrans staff have taken this training already and are now eligible to move onto the Yellow Belt class. Additional White Belt classes are scheduled for May, July and September. Sign up today! Lean training is available for all VTrans staff and everyone is encouraged to take this fun and innovative training.

To register for Lean training or for more information please visit the VTTC website at: http://vtransoperations.vermont.gov/training_center

Lean is a collection of principles and methods that focus on identification and elimination of waste in any process.

Lean White Belt:

The focus of this **½-day training** is to give an introduction to the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training.

Course Details

Dates: ~~March 30 (FULL)~~
May 3 (FULL)
May 17
July 12
September 8
Time: 8:00am—12:00pm
Location: VTrans Training Center
Instructor: Ms. Kate McGovern, PhD – DPA Lean Instructor
Audience: Open to all employees – maximum class size 28
Cost: N/A
Register: http://vtransoperations.vermont.gov/training_center



Lean Yellow Belt:

The focus of this **3-day training** is a hands-on learning of Lean techniques and thinking, and testing these techniques and building understanding of Lean process improvement concepts in a project team environment. Participants will apply learned techniques to an actual work process and construct an implementation plan to enact the improvements. Curriculum further develops Lean skills and prepares participants for advancement to Lean Green Belt training.

Course Details

Dates: May 16, 19 and 24
June 14, 16 and 21
September 20, 22 and 27
October 11, 13 and 18
Time: 9:00 a.m. – 4:00 p.m.
Location: VTrans Training Center
Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor
Ms. Lee Joyce, MPA – DPA Lean Instructor
Prerequisite: Lean White Belt
Audience: Open to all employees – maximum class size 20
Cost: N/A
Register: http://vtransoperations.vermont.gov/training_center



Lean Green Belt:

The focus of this **3-day training** is developing organizational Lean leaders. Curriculum will prepare participants for the multi-level responsibility of strategically applying Lean tools, guiding projects from charter to implementation, identifying new project opportunities linked with organizational goals, and fostering a culture of continuous improvement. Upon completion, participants will have the ability to utilize Lean tools with minimal assistance, facilitate Lean events, and train and educate others about Lean concepts.

Course Details

Dates: July 19, 20 and 21
November 15, 16 and 17
Time: 9:00 a.m. – 4:00 p.m.
Location: VTrans Training Center
Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor
Ms. Lee Joyce, MPA – DPA Lean Instructor
Prerequisite: Lean Yellow Belt; written pre-assignment
Audience: Open to all employees – maximum class size 20
Cost: N/A
Register: http://vtransoperations.vermont.gov/training_center

