

Lean Process Mapping Train-The-Trainer

The following are Train-The-Trainer options for organizations who want to learn how to utilize process mapping as a tool to conduct process improvement. The prices below are baseline prices and can change based on location, number of trainees, customization and scheduling. Travel is not included in the pricing.

Recommendations on Trainer Selection

The candidates must have: solid facilitation skills, displaying energy and a sense of humor, great rapport with employees, the ability to think on their feet, innate problem solving skills, flexible, adaptable to all types of situations, able to see the big picture but follow a process down into the details, attention to detail, good computer skills (Excel, PowerPoint, Word). **The desired candidate is a person who sees the value of process improvement and will enjoy all aspects of facilitation.**

Option 1 – No workplacelean® curriculum rights	Hours	1-3 trainees
Lean Process Mapping Basics	8	\$3,600
TOTALS	8	\$3,600

Deliverables

Upon successful completion of the above trainings

Your trainer will

- Understand the basic steps to setting up a project
- Have practice mapping a **simple** work process
- Learn steps to conducting a process analysis
- Learn how to create an implementation plan
- Learn options for documenting projects electronically

Your organization will have

- Participants who understand basic process mapping tools

Option 2 – No workplacelean® curriculum rights	Hours	1-3 trainees
Lean Process Mapping Basics	8	\$3,600
Launch #1 –Participate and observe	12	\$6,200
TOTALS	20	\$9,800

Deliverables

Upon successful completion of the above trainings

Your trainer will

- Understand the basic steps to setting up a project
- Have Practice completing a *Project Scope*
- Have practice mapping a **simple** work process
- Learn steps to conducting a process analysis
- Learn how to create an implementation plan
- Learn options for documenting projects electronically

Your organization will have

- **One** process mapped, documented and an implementation plan created

Option 3 – No workplacelean® curriculum rights	Hours	1-3 trainees
Lean Process Mapping Basics	8	\$3,600
Launch #1 –Participate and observe	12	\$6,200
Facilitate internal process mapping project with DMACC trainer guidance and feedback	12	\$2,340
TOTALS	32	\$12,140

Deliverables

Upon successful completion of the above trainings

Your trainer will

- Understand the basic steps to setting up a project
- Have Practice completing a *Project Scope*
- Have practice mapping a **simple** work process
- Learn steps to conducting a process analysis
- Learn how to create an implementation plan
- Learn options for documenting projects electronically

Your organization will have

- **One** process mapped, documented and an implementation plan created
- Up to 3 participants with practice facilitating a mapping project
- 8-16 employees trained and working on an improvement project

workplacelean® Trainer Certification

Trainers must sign a *workplacelean® Curriculum License Agreement*. In addition, new trainers must successfully demonstrate the skills on the *workplacelean® Launch Trainer Evaluation* form to be certified by DMACC as a trainer and be allowed to use the training materials. Only DMACC master trainers can certify new workplacelean trainers. After certification is granted the trainer(s) is permitted to use materials in accordance with the licensing that was purchased. Trainers will only be allowed to train for the organization that sponsors their certification. Should they leave the employment of that organization, they are no longer a workplacelean certified trainer and are not permitted to use workplacelean materials.

Option 4 – Curriculum rights to use workplacelean® materials internal to the organization	Hours	1-3 trainees
Launch Train-the-Trainer	12	\$4,200
Launch #1 -Participate and observe	12	\$6,200
Launch #2 – Co-facilitate	12	\$2,340
Launch #3 – Co-facilitate (<i>different role</i>)	12	\$2,340
Internal Use - Licensing fee		\$8,000
TOTALS	48	\$23,080

Deliverables

Upon successful completion of the LAUNCH Trainer Certification Process

Your trainer will be able to successfully

- Work with leadership and departments to effectively set up a process improvement (Lean) project
- Train employees on how to map work processes
- Guide employees and leadership in process analysis
- Guide employees and leadership in creating an implementation plan to improve processes
- Document all components of a project electronically
- Conduct a follow-up session with project groups to monitor progress

Your organization will have

- Curriculum rights to use workplacelean® materials internal projects
- Presentation materials to conduct Launch Process Mapping training, including both Facilitator and Participant guides
- One kit of materials to conduct Launch Process Mapping training
- A minimum of 3 process improvement projects mapped (current and future state), documented and in the implementation stage
- Approximately 30-50 employees trained and working on an improvement project by the time the trainer(s) complete certification
- Skills to support future process improvement initiatives
- Trainers with experience conducting large mapping projects

Option 5 – Curriculum rights to use workplacelean® materials Internal and External to the organization	Hours	1-3 trainees
Launch Train-the-Trainer	12	\$4,200
Launch #1 -Participate and observe	12	\$6,200
Launch #2 – Co-facilitate	12	\$2,340
Launch #3 – Co-facilitate (<i>different role</i>)	12	\$2,340
Internal/External Licensing fee		\$20,000
TOTALS	48	\$35,080

Deliverables

Upon successful completion of the LAUNCH Trainer Certification Process

Your trainer will be able to successfully

- Work with leadership and departments to effectively set up a process improvement (Lean) project
- Train employees on how to map work processes
- Guide employees and leadership in process analysis
- Guide employees and leadership in creating an implementation plan to improve processes
- Document all components of a project electronically
- Conduct a follow-up session with project groups to monitor progress

Your organization will have

- Curriculum rights to use workplacelean® materials to train internal staff and offer training to external clients
- Presentation materials to conduct Launch Process Mapping training, including both Facilitator and Participant guides
- One kit of materials to conduct Launch Process Mapping training
- A minimum of 3 process improvement projects mapped (current and future state), documented and in the implementation stage
- Approximately 30-50 employees trained and working on an improvement project by the time the trainer(s) complete certification
- Skills to support future process improvement initiatives
- Trainers with experience conducting large mapping projects

Additional Pricing Information

- \$400 kit fee - Options 1 & 2 above do not include a mapping kit. Kits can be purchased separately
- Travel costs are not included in the above options.
- Prices may vary depending on location, number of trainees and scheduling.
- DMACC reserves the right to change pricing and curriculum at any time.
- Customization of programs may incur additional fees.