

## **UNIVERSITY OF SANTO TOMAS**

The Graduate School  
**CENTER FOR CONTINUING PROFESSIONAL  
EDUCATION & DEVELOPMENT  
AND  
SIX SIGMA BELT GURU INC.**

### **Lean Six Sigma YELLOW BELT Training and Certification Course**

**Course Date:** May 25 & 26, 2018  
Friday & Saturday,  
8:00am – 5:00pm

**Venue:**

**Thomas Aquinas Research Complex  
(TARC)**  
Graduate School,  
University of Santo Tomas  
España, Sampaloc, Manila

**Rationale:**

This is the first stepping stone of being a Lean Six Sigma practitioner. This course is ideal for all employees of organizations implementing a Lean Six Sigma program, regardless on which department one works for. A Yellow Belt will be able to implement small process improvements by understanding the fundamentals of Lean and DMAIC process.

**Course Overview:**

The Lean Six Sigma Yellow Belt training is a 16-hour course focusing on the fundamental knowledge and skills necessary to identify and execute 6 sigma projects with the use of its principles, practices, tools, and approaches

that will result to operational excellence. One of the primary aims of the program is to enable the participant to start up a LSS project in their respective organizations after course completion.

The course is completely participative in nature that will incorporate discussions, classroom instruction, and workshop exercises.

The Lean Six Sigma Yellow Belt training course is comprised of Five modules:

**Module 1:  
Introduction and Overview**

- Six Sigma defined
- Lean Six Sigma – Marriage of Lean and Six Sigma
- The 5 Lean Principles
- The 8 Forms of Waste
- Focus on Voice of the Customer
- The Sigma Level
- DMAIC – The Lean Six Sigma Improvement Process
- Module 1 Workshop

**Module 2:  
Define Phase**

- Introduction to Define Phase
- Project Charter Toolset
- Capturing the Voice of the Customer
- Affinity Diagram Toolset
- CTQ Tree Diagram Toolset
- Process Mapping (SIPOC) Toolset
- Flow Charts
- Value-Added Flow Charts
- DEFINE Tollgate Review
- Module 2 Workshop

**Module 3:  
Measure Phase**

- Introduction to Measure Phase
- Measurements and Metrics
- Translating raw data to readable charts

- Pareto Chart Toolset
- Histogram Toolset
- Quantifying Process Variability
- Trend Chart Toolset
- Calculating the Sigma Level
- MEASURE Tollgate Review

**Module 4:  
Analyze Phase**

- Cause & Effect Diagram Toolset
- Failure Mode and Effect Analysis
- Scatter Plot Toolset
- ANALYZE Tollgate Review

**Module 5:  
Improve and Control Phase**

- Brainstorming
- Error-proofing
- Prioritizing and Selecting a Solution
- Piloting a Solution
- IMPROVE Tollgate Review
- Control Plan
- Standardized Work
- CONTROL Tollgate Review
- Yellow Belt Certification Process

*\*\*\*Curriculum and schedule may be subject to change without prior notice.\*\*\**

**Training Package** includes the following:

- Training Manual
- LSS Yellow Belt Template and Tool Kit
- Introduction to Minitab® Statistical Software
- Certification Examination to be administered by UST.

**PROGRAM FEES:**

Each participant who enrolls shall pay the:

- a. **Regular Rate: Php 12,000.00**
- b. **Early Tiger Rate: Php 10,000.00**  
(Should the participant register and pay the reservation fee on or before May 05, 2018. Otherwise, the regular rate applies.)
- c. Payment can be made by **depositing a reservation fee of Php5,000.00 (Non-refundable in case you cancel your reservation a week before the program starts) at any BPI branch to Account Name: University of Santo Tomas, Account No. 0151-0000-45.**
- d. **Please email a copy of the deposit slip, together with the accomplished reservation form to [ust\\_ccped@yahoo.com](mailto:ust_ccped@yahoo.com) before the course date and wait for a confirmation of receipt. You may pay the remaining balance through check payable to the University of Santo Tomas or in cash on the first day of the program at the registration.**
- e. We discourage walk-in participants.
- f. Full payment is required on the first day of the training.

**RESERVATION FORM:**

YES, I will attend the LSS YELLOW BELT Training and Certification Course on May 25 & 26, 2018 at the:

Name: \_\_\_\_\_  
First Name M.I. Surname

Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Office Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Cell phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

*You may reproduce the form for additional participants.*

UST:S009-00-FO01

**For inquires, you may contact:**

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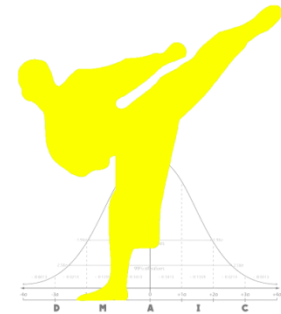
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**LEAN SIX SIGMA**  
**YELLOW BELT**  
**TRAINING AND**  
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