Continuous Improvement and Training Program

### Continuous Improvement Program

**SERVICE**
- Continuous improvement program structure and governance rules

**DESCRIPTION**
- Development and implementation of a continuous improvement program governance structure

**DELIVERABLES**
- Coaching of the executive committee and all organization levels during all implementation steps
- *Lean Six Sigma* guide, templates and tools tailored to the company
- Milestone review process
- Project identification process
- Project portfolio review mechanisms
- Formalized improvement program roles and responsibilities
- Improvement project monitoring scorecard
- Project performance indicators linked to organizational targets

**ADVANTAGES AND RESULTS**
- Structured and thorough approach using continuous improvement best practices
- Independence in performing improvement projects and achieving performance
- Implementation of an organizational culture change, a “culture of performance”
- Organizational ability to develop own project portfolio, year after year, linked with targets and performance issues
- Platform conducive to extensive organizational transformations

### Training

**SERVICE**
- *Lean Six Sigma* training and certification

**DESCRIPTION**
- Comprehensive training and certification program based on *Lean Six Sigma* best practices

**DELIVERABLES**

<table>
<thead>
<tr>
<th>DESCRIPTION OF THE TRAINING</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCGT archives department <em>Lean</em> simulation, demonstrating a traditional value-added transformation process</td>
<td>4 or 8 hours</td>
</tr>
<tr>
<td><em>Lean Six Sigma</em> “White Belt” awareness raising</td>
<td>2 to 4 hours</td>
</tr>
<tr>
<td>“Yellow Belt” training</td>
<td>1 to 2 days</td>
</tr>
<tr>
<td>“Green Belt” certification</td>
<td>5 days</td>
</tr>
<tr>
<td>“Black Belt” certification</td>
<td>10 days</td>
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</tbody>
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**ADVANTAGES AND RESULTS**
- Organization up-to-date with optimization and continuous improvement best practices
- Independent change agents trained to implement improvement projects
- Shared organizational language