
Lean Champion Training Program

1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized program for identifying, training, certifying, and deploying Lean Champions across all production and support departments. This program ensures that every area of the facility has a trained advocate for waste reduction, process standardization, and continuous improvement.

This policy applies to all full-time employees in Production, Assembly, Finishing, Warehousing, Maintenance, and Office Administration who are nominated or volunteer to become Lean Champions. It also governs the responsibilities of the Continuous Improvement Manager, Human Resources, and Plant Manager in administering the program.

2.0 Roles & Responsibilities

- **Continuous Improvement Manager:** Owns the program curriculum, conducts training sessions, evaluates candidate performance, and issues certifications.
- **Human Resources:** Coordinates nomination and application process, maintains training records, and schedules sessions.
- **Plant Manager:** Approves final candidate selection and certifies that Lean Champions are released from regular duties for training and project work.
- **Department Supervisors:** Nominate candidates, support Lean Champions during project implementation, and provide feedback on performance.
- **Lean Champion (Candidate):** Completes all training modules, passes assessments, leads at least one improvement project, and mentors peers.

3.0 Core Rules & Guidelines

- Only employees with at least six months of continuous service in their current role are eligible to apply.
- Each department must have at least one active Lean Champion at all times; no department may have more than three.
- Candidates must complete all five core training modules within 90 days of program enrollment.
- A Lean Champion must lead at least one documented Kaizen event or improvement project within six months of certification.
- Recertification is required every two years, including completion of a refresher module and a new improvement project.
- Failure to complete training or lead a project within the specified timelines results in probationary status and possible decertification.

4.0 Step-by-Step Workflow

1. Continuous Improvement Manager publishes the annual Lean Champion nomination window via ShopDocs and company email, specifying deadlines and eligibility criteria.

2. Department Supervisors nominate candidates by submitting a nomination form to HR, including a brief rationale for the nomination.
3. HR reviews nominations for eligibility and forwards qualified candidates to the Continuous Improvement Manager and Plant Manager for selection.
4. Plant Manager and Continuous Improvement Manager interview shortlisted candidates and select final participants based on leadership potential, problem-solving skills, and departmental need.
5. HR enrolls selected candidates in the Lean Champion Training Program and schedules the first training module within two weeks.
6. Candidates complete the five core training modules (Lean Principles, 5S, Value Stream Mapping, Root Cause Analysis, Standard Work) in sequential order, each followed by a knowledge check.
7. Continuous Improvement Manager evaluates each candidate's performance on knowledge checks and practical exercises; a minimum score of 80% is required to proceed.
8. Upon passing all modules, the candidate selects a process improvement project in their department, defines scope and goals, and submits a project charter for approval by the Continuous Improvement Manager.
9. The candidate leads the improvement project, documenting all steps, data, and results in a standardized report template stored in ShopDocs.
10. Continuous Improvement Manager reviews the completed project report, conducts a site walkthrough to verify improvements, and provides feedback.
11. Upon successful project completion and sign-off, the Continuous Improvement Manager issues a Lean Champion certificate and updates the employee's training record in the HR system.
12. HR announces the new Lean Champion via company communication channels and assigns them a mentor from the existing Lean Champion cohort for the first six months.

5.0 Documentation & Compliance

- All training records, including module completion dates, scores, and certificates, must be maintained in the HR training database and backed up quarterly.
- Project charters, reports, and Kaizen event documentation must be saved in the designated ShopDocs folder for Lean Champion projects.
- The Continuous Improvement Manager conducts a semi-annual audit of all active Lean Champions to verify recertification status and project completion.
- Any deviations from the program rules must be documented with a corrective action plan approved by the Plant Manager.
- Compliance with this policy is reviewed annually during the management review meeting as part of the ISO 9001 quality management system.

Regulatory Disclaimer: This document is a generic policy and workflow template. The end-user assumes all liability for validating all procedures, roles, and administrative guidelines against actual organizational structures before formal implementation.