

Lean Organisation Management Techniques

This FREE on-line qualification will develop an understanding of lean organisation techniques and the skills required to work effectively in a team in the business sector. As part of continuous professional development, our online learning resources provide the skills and knowledge needed to use lean organisation and business improvement techniques. On successful completion you will receive an E-certificate.

Unit 1: Lean organisation techniques in business

Section 1: The features of a lean environment

Section 2: Performing a productivity needs analysis

Section 3: Devising a map of a process

Unit 2: Business improvement techniques

Section 1: The principles of the Kaizen strategy

Section 2: The principles underpinning organisation of a business environment

Section 3: Using visual indicators to make improvements to the work environment

Section 4: Eliminating variance from workplace processes

Unit 3: Effective teamwork in business

Section 1: The features of an effective team

Section 2: Working effectively within a team

Section 3: What is required of a team leader

Approximate Course Duration – 8 -12 weeks (based on an average of 10-15 hours of self study per week)

This qualification can be completed on either a desk top or mobile phone. There are no specific software requirements needed apart from a stable internet connection.

Entry Requirements

This course is aimed at those 19 years (as at 31st of the academic year you are applying for) and over.

When applying for one of our free courses you will be asked to supply a copy of your ID, which can be either a passport, driving licence, birth certificate or national identity card. If you were born outside the EU, you must have proof of residency status and you will need to provide a copy for our records. If you have declared you are in receipt of benefits or low wage you will also need to provide us with evidence of this.

Please note whilst there is no limit to the number of free courses you can complete, you can only study one free course at a time.

In some instances fully funded applications are subject to postcode eligibility or prior attainment.

What's Next

Your Options

| | Start Date | End Date | Course Level |
|--|------------|----------|--------------|
| Lean Organisation Management Techniques (Part Time) | | | |
| Online | 01/08/24 | 31/07/25 | 2 |