

# LEAN PROJECT MANAGEMENT

## ONLINE TRAINING

### Execute Projects Successfully

#### Overview

**Systematic Lean Project Management together with modern quality improvement methods and techniques give individuals and teams the ability to analyze problems systematically, develop solutions thoroughly and plan deployment successfully. Furthermore, the use of these methods and techniques gives you the chance to shorten the project life cycle.**

#### Goal

After this online training participants are able to apply systematic Lean Project Management and to use modern quality improvement methods and techniques efficiently and effectively in their daily work.

#### Topics

- Introduction Lean Management
- Definition of a quality improvement project (project charter)
- Deployment of a quality improvement project
- Successful use of quality improvement methods and techniques
- Quality improvement methods and techniques
  - Flow Chart / Value Stream Map
  - Pareto Analysis
  - Force-Field Analysis
  - Cause/Effect Diagram / Affinity Diagram
  - Decision Matrix
  - Histogram
  - Scatter Diagram
  - Brainstorming
  - 5S
  - 8 Lean Office Wastes
  - Personal Quality Improvement (PQI)
- Storyboarding (Case Work)

#### Benefits

- Learn the Principles of Lean Management
- Define a quality improvement project
- Steps of systematic lean project management
- Understand the structure of a quality improvement project
- Design Check Sheets, Checklists and other diagrams
- Apply Flow Charting / Value Stream Map techniques on the job
- Use different types of charts (i.e. Affinity Diagram, Pareto Diagram, etc.)
- Interpret Histograms, Scatter Diagrams and other diagrams
- Apply the 8 Lean Office Wastes to improve your work place
- Use techniques to improve your own personal quality
- Understand in which situation you apply certain methods/ tools (through the application of a Case Work)

#### Who should participate?

This training is designed for Managers, Project Leaders, Project Members, who would like to apply their newly acquired know-how in practical exercises during the online training.

#### Documentation / Certificate

Participants receive training documentation, and a case study. The workshop participants receive an ITQM Training Certificate.

#### Workshop Coach

Dr. Karl J. Koller is the Director of the Institute for Total Quality Management (ITQM), Zurich, Switzerland. He earned a master's degree in business administration (MBA) and received his doctorate in management from the University of St. Gallen, Switzerland. He worked and studied in the USA for several years. Dr. Koller has more than 25 years of practical experience with international companies as well as with universities. He has been working in the field



of Total Quality Management for many years with a focus on management in the TQM process and on the EFQM Excellence Model. In addition to his consulting activities, he spent several years as a visiting faculty member for Total Quality Management at a number of universities. During his doctoral studies he spent two years as a visiting research fellow at Northwestern University, Evanston, IL, USA.

Dr. Koller has published several articles about Quality Management and presented at national and international conferences. He conducted TQM study tours within the USA on a regular basis (TQM in manufacturing, logistics, higher education, health care).

Dr. Koller is an Assessor for the EFQM Excellence Award and an international accredited adviser/trainer of the European Foundation for Quality Management (EFQM), Brussels, a Six Sigma Black Belt (ASQ), a Certified PROSCI Change Manager, and a QFD Black Belt (QFDI), and a Certified EFQM Innovation Leader.

#### Duration

3 days (online)

#### Dates

January 17-19, 2022  
 March 20-22, 2022  
 May 8-10, 2022  
 June 12-14, 2022

#### Registration until

December 25, 2021  
 February 28, 2022  
 April 15, 2022  
 May 20, 2022

Working Hours 09:00am to 05:00pm (Arab Standard Time)

#### Language

English

**Fee** ~~SAR 7100.-\* / OMR 710.-\* / EUR 1600.-\* / CHF 1720.-\*~~  
**SAR 4950.-\* / OMR 495.-\* / EUR 1120.-\* / CHF 1200.-\***

\* includes ITQM training documentation, ITQM Training Certificate

The Institute for Total Quality Management (ITQM), Zurich, Switzerland is an international licensed advisor/trainer/validator of the European Foundation for Quality Management (EFQM), Brussels.

*This training can also be conducted in-house.*

# REGISTRATION FORM

E-mail registration to: **info@itqm.ch**

**Institute for Total Quality Management  
P.O. Box  
CH-8142 Zurich-Uitikon  
Switzerland**

## Personal Information

Mr.  Ms.  Title \_\_\_\_\_

First Name \_\_\_\_\_

Last / Family Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

Zip Code/City \_\_\_\_\_

Country \_\_\_\_\_

Phone Office \_\_\_\_\_

Phone Mobile \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Lean Project Management Online Training

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- March 20-22, 2022
- May 8-10, 2022
- June 12-14, 2022

**SAR 4950.-- /  
OMR 495.-- /  
EUR 1120.-- /  
CHF 1200.--**

### Registration

Please return the completed application form by mail, fax, or e-mail. Registrations will be accepted in the order that they are received/paid. Registration received after the latest day for registration may incur a late booking surcharge of SAR 400.00 / OMR 40.00 / EUR 100 / CHF 100..

### Language

The training is conducted in English.

### Payment

The invoice for the training will be mailed to you when your registration is received. The participation fee must be paid before the final date for registration.

### Discount for participating teams

Receive a 10% discount for each participant if 3 or more people from the same organization register together. This offer can not be combined with any other special offer.

### Services

The training fee includes: Full-time coaching by Dr. Karl J. Koller, training material, ITQM Training Certificate,

### Cancellation

ITQM reserves the right to change dates, venues, trainers due to unavoidable circumstances. If you cannot attend personally, a substitute delegate is welcome to join the training in your place - for no extra charge. Should you, or a substitute, be unable to attend, we will promptly refund your fee less a service charge of 10% if you inform us before the latest day for registration. No refund are possible for cancellations received less than 30 days before this training. Instead you will be issued with a 50% discount Training Voucher, which entitles you to attend a public training arranged by ITQM.