

# Lean Organisation Management Techniques

This qualification will develop your understanding of lean organisation techniques and the skills required to work effectively in a team in the business sector. This qualification covers the skills and knowledge needed to use lean organisation and business improvement techniques in business and to work effectively in a team.

## Unit 1: Lean organisation techniques in business

- The features of a lean environment
- Performing a productivity needs analysis
- Devising a map of a process

## Unit 2: Business improvement techniques

- The principles of the Kaizen strategy
- The principles underpinning organisation of a business environment
- Using visual indicators to make improvements to the work environment
- Eliminating variance from workplace processes

## Unit 3: Effective team work in business

- The features of an effective team
- Working effectively within a team
- What is required of a team leader

