



USAF

Continuous Process Improvement

FUNDAMENTAL SKILLS COURSE

Location: Virtual Class

Frequency: On demand

Duration: 10 Hours

USAF Course Managers

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Course Instructor Requirement:

Air Force Green Belt Certified
Completed Fundamental Skills Course
Nominated by MPO

Enrollment instructions:

[https://cs2.eis.af.mil/sites/10944/cpi/Training%20Materials/02.%20Green%20Belt%20Course%20Info%20\(Student%20Info\)/Green%20Belt%20eLearning%20Registration%20Instructions.pdf](https://cs2.eis.af.mil/sites/10944/cpi/Training%20Materials/02.%20Green%20Belt%20Course%20Info%20(Student%20Info)/Green%20Belt%20eLearning%20Registration%20Instructions.pdf) **NOTE:** When you register please select the

Fundamental Skills course.

Course Web Site:

<https://usaf.opusworks.com/usaf>

Description:

- The objective of the Fundamental Skills course is to provide Department of The Air Force (DAF) total force military and civilian personnel training on the fundamental skills of Lean and Six Sigma (LSS) to maximize task, process, and organizational performance. Fundamental Skills is designed for Airmen not previously exposed to LSS to gain a deeper understanding of their job using a common methodology and prepare them to begin improving and innovating using a common methodology that drives measurable performance increases. This course develops a fundamental understanding of Continuous Process Improvement and Innovation (CPI²) concepts, how Airmen add value to their work, and is the foundation of their skills development journey. By discovering a fundamental understanding of waste, 5S, Visual Management, process mapping and other fundamental skills, Airmen gain a much deeper understanding of tasks, processes, and performance. These fundamental skills establish a common framework for learning tasks at a much deeper level. Airmen establish the critical alignment of their tasks to processes, outputs, and performance measures of the organization.

Target Population:

- Total DAF military members with no prior CPI training
- Total DAF civilian members not exposed to prior CPI training

NOTE: Contractors are NOT permitted to enroll in this training

Topics Included in this Training are:

- Introduction to Six Sigma
- Introduction to Lean Principles
- Introduction to Lean Office and Service
- Introduction to the Theory of Constraints
- SIPOC
- Mapping the Process
- Eight Wastes
- A3 Problem Solving
- 5S (Sort, Straighten, Shine, Standardize, Sustain)
- Visual Management
- Standard Work
- Error Proofing



- Workplace Design and Layout
- Flow and Pull Systems
- Total Productive Maintenance

Funding:

- Course curriculum is funded by SAF/MG to support transformation and Innovation.