



LEAN ADMINISTRATION EXPERT - REMOTE

- A training concept of the LMX Business Consulting GmbH -

Offer no: 222052-1

Düsseldorf, December 2022



Lean Administration Expert - Overview

Target group & prerequisite



- Professionals from indirect areas who want to improve processes and structures
- „Lean Fundamentals“ or „Lean, Agile und Digitisation: Helpful approaches for practitioners“ as a prerequisite

Structure

- 10 appointment blocks incl. kick off and closing date with a total
 - 50h* online training in real time
 - 14h* Group coaching for Masterpiece project
 - Individual-Coaching optional
- Accompanying e-learning for deepening
- Processing of a Masterpiece project over about 6 months
- Online Knowledge Test
- Duration approx. 8 months total

Conditions

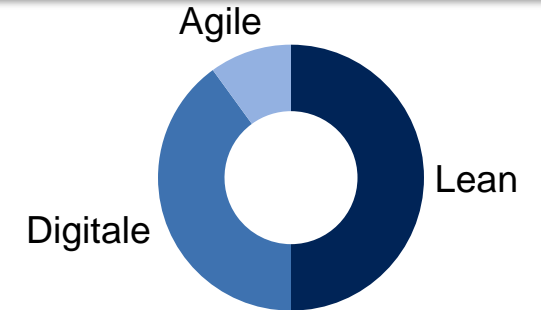


- 8-14 participants; 2 LMX Trainer
- Online live training, eCoaching, eLearning, practice transfer and online knowledge test
- Certificate
- English
- 4,950€ / Participant

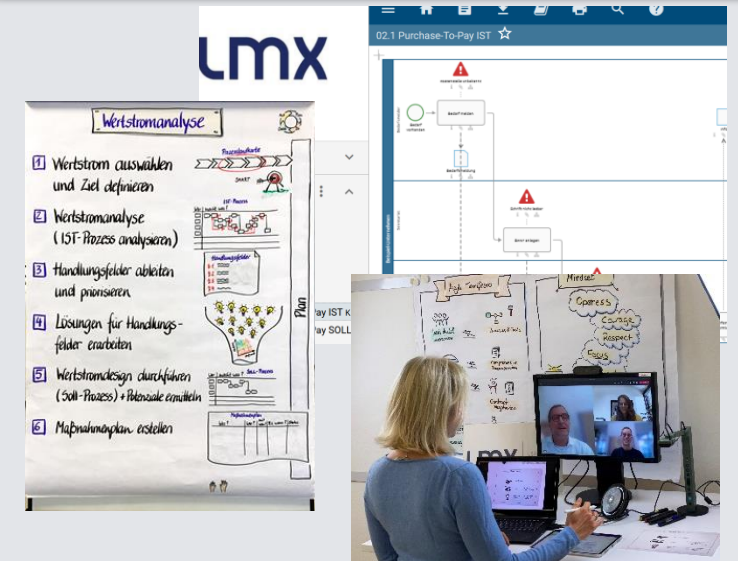
Highlights

- Interactive, diversified online training in real time
- Strong media mix with digital whiteboard, quiz tools, online surveys, BPM** tool and teams as a communication base
- Impulse lecture by an external expert from practice
- Intensive practical transfer
- Virtual practice day with workshops that address real Siemens challenges

Scope

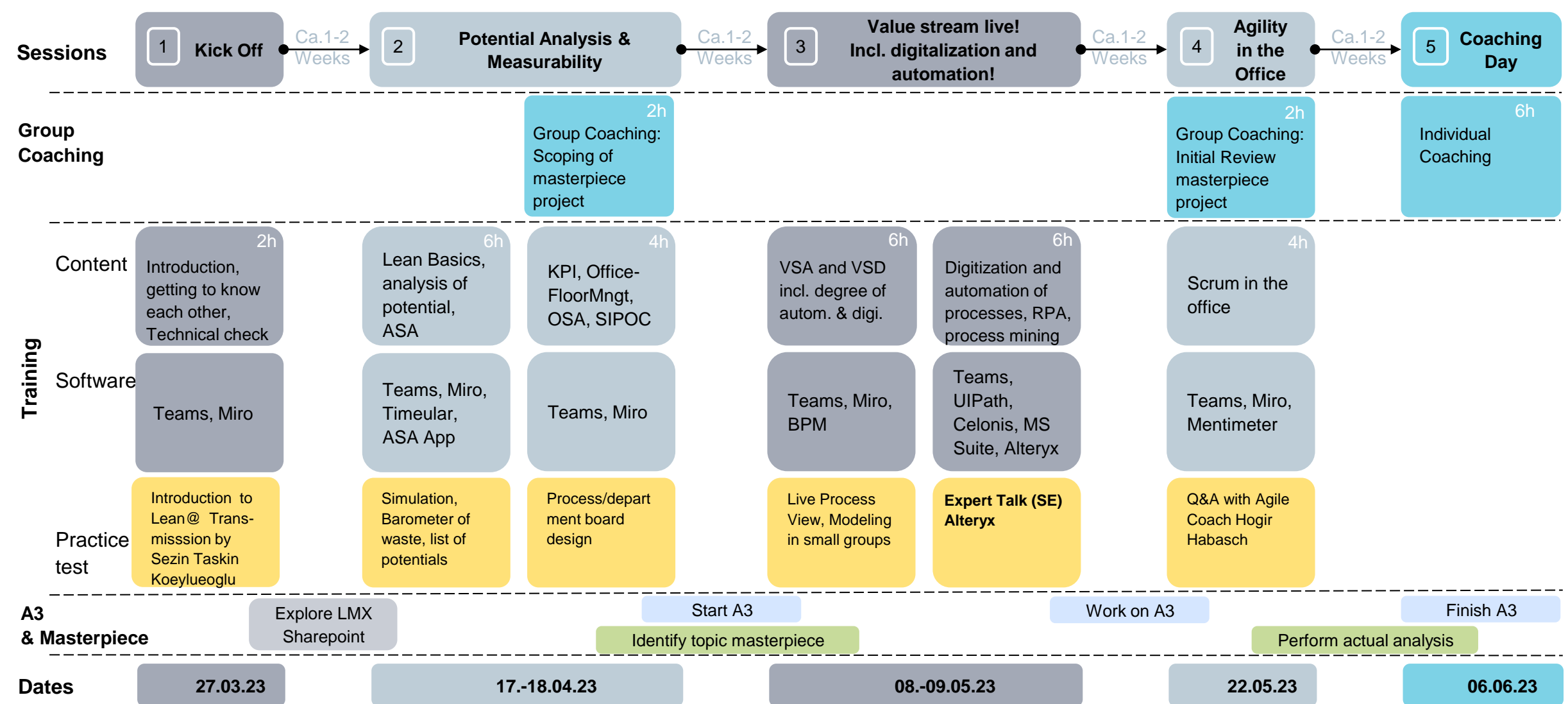


Insights



Lean Administration Expert – Content and structure (1/2)

Slots take place between 08:00 and 19:30 (CET) - exact duration is defined based on participants time zones

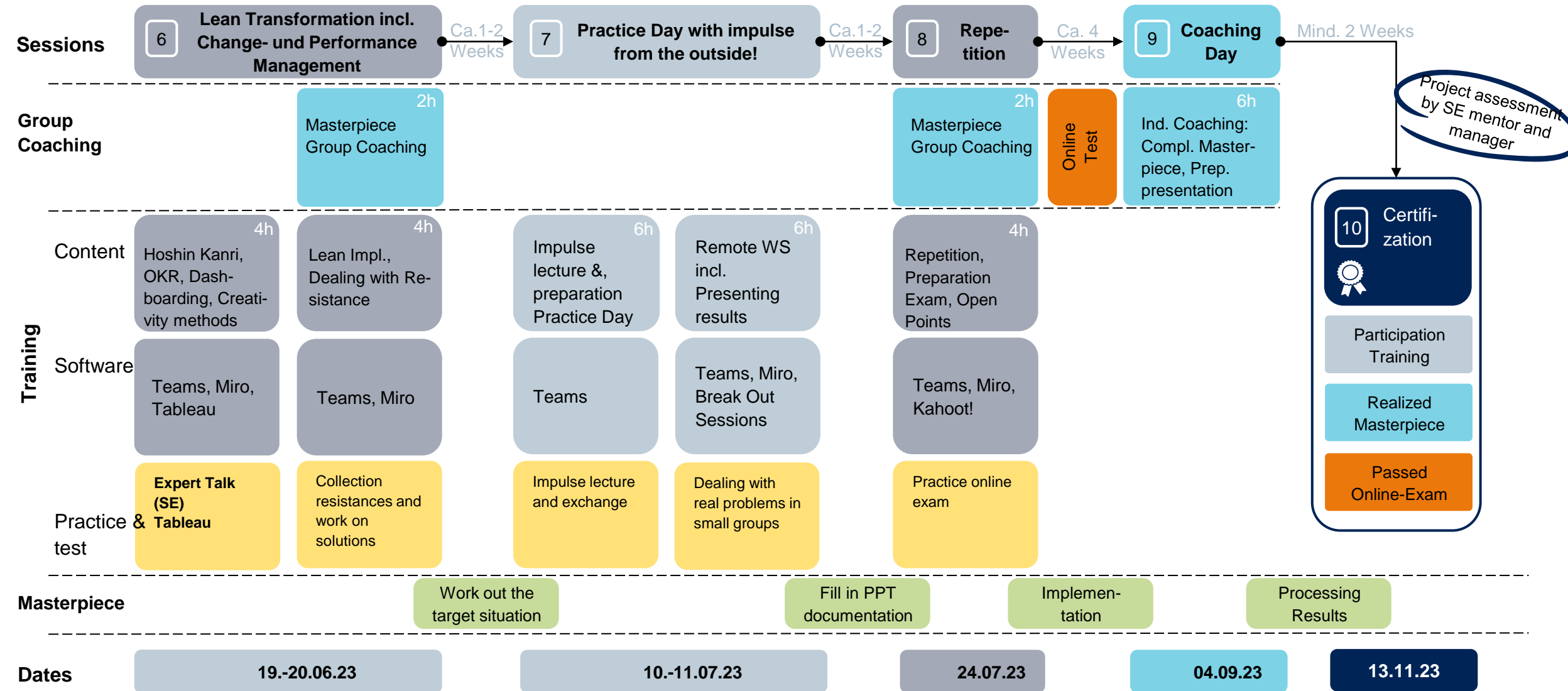


ASA = Activity Structure Analysis BPM = Business Process Management OSA = Order Structure analysis SIPOC = Supplier Input Process Output Customer

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Lean Business Expert – Content and structure (2/2)

Slots take place between 08:00 and 19:30 (CET) - exact duration is defined based on participants time zones



OKR = Objectives and Key Results

Seite 4

Lean Administration Expert - Requirements for the certificate



Participation* in the online
training sessions



Realized Masterpiece - Project



Passed online exam



Certificate of
Siemens
Energy & LMX



* if individual appointments cannot be made, contact the trainer to find individual solutions

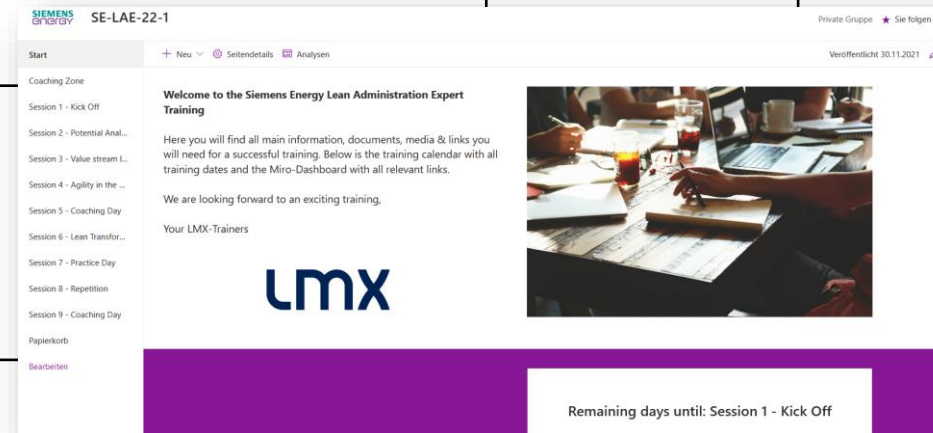
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The LMX sharepoint platform serves as an information and exchange platform in addition to the online training sessions

All participants will have access

All relevant information in one place!

Documents, templates and eLearnings for preparation and follow-up



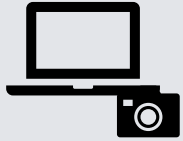
Booking of individual coaching appointments

Execution of the online knowledge test

Exchange between participants and trainers

Participants participate "remotely" and need the usual equipment for mobile work

Remote equipment



PC or laptop with camera turned on
Optional: Second screen



Stable broadband Internet connection



Quiet, undisturbed environment



preferably headset with micro

Tools used in training

- For the training, participants receive guest licenses for the tools used from the trainer
- **Administration rights are not necessary!**
- Communication Tools: MS Teams



- Digital Whiteboard: Miro



- Surveys and quizzes: MS Forms, Kahoot, Mentimeter



Various IT solutions are used in the training – participants do not need administration rights

Presented IT to execute or facilitate Lean tools, to automate or to digitize

Expert Talks from Siemens Energy

- Alteryx
- Tableau for Dashboarding

LMX

- UiPath for Robotic Process Automation
- Celonis for Process Mining
- MS Suite for task management (planner, tasks), simple workflows (power automate), email organization (quick steps, text modules, etc. in Outlook)
- BIC Cloud for Business Process Management
- LMX App for activity structure analysis
- Timeular for activity structure analysis

Used IT to facilitate the training itself

- Microsoft Teams
- MIRO – Whiteboard Solution
- Mentimeter
- KAHOOT! Quiz Tool
- LMX Qualification platform

LMX provides the participant management with all organizational preparation and follow-up of the training



Participant management and logistics

Before training

- Registration and confirmation of registrations/orders
- Registration of participants incl. data maintenance
- Participant communication
 - Invitation to the event incl. comprehensive information package
 - Individual support of the individual clients
 - Individual consultation of the participants on content and organizational issues

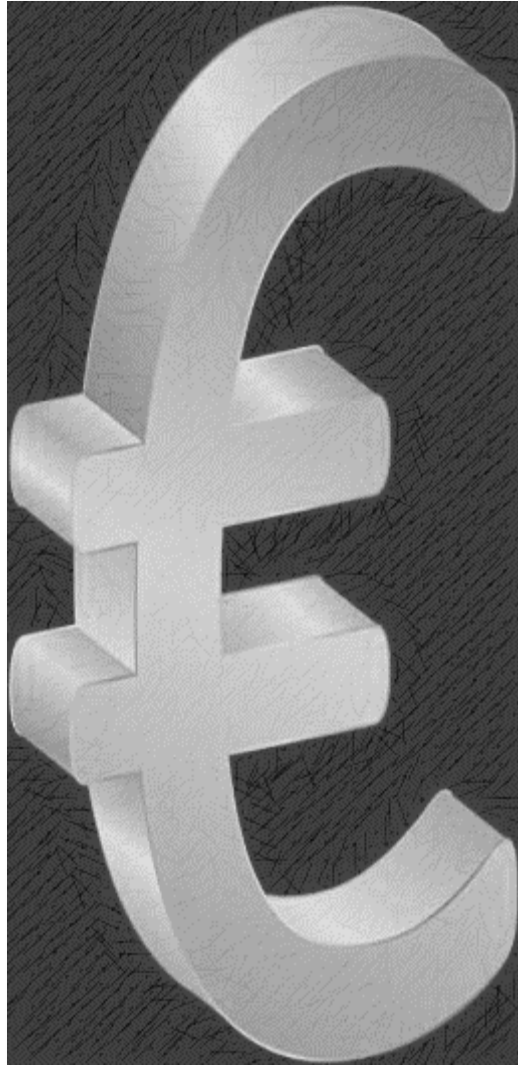
Training

- Handouts (digital)
- Feedback sheets
- Complaints

After training

- Evaluation feedback
- Issue of certificates
- Training documentation (such as photos, group work, etc.)
- Shipping of certificates
- Individual settlement with the participants

The participation fee per person is 4,950 €



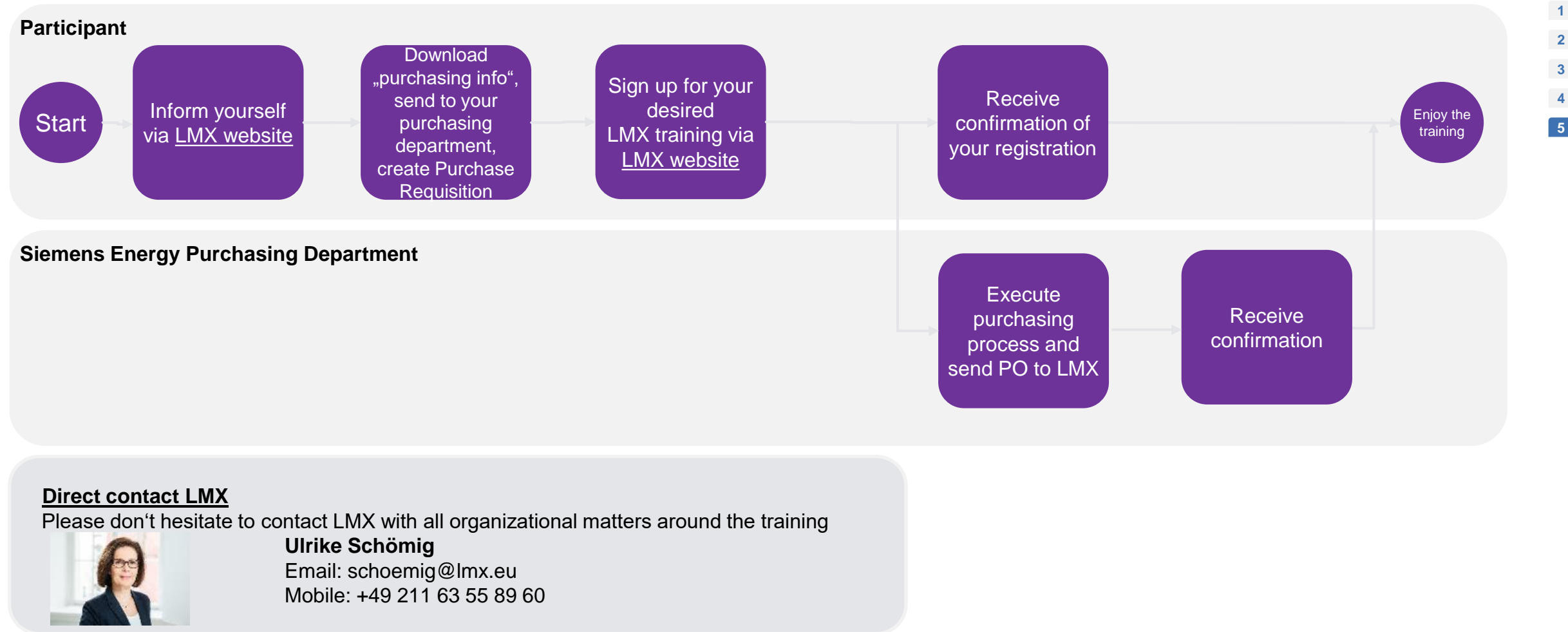
Training	Services	Total fee net(€)
Lean Administration Expert - remote	<ul style="list-style-type: none">10 appointment blocks incl. kick off and closing date with a total<ul style="list-style-type: none">50h* online training in real time14h* Group coaching for Masterpiece projectIndividual-Coaching optionalAccompanying e-learning for deepeningProcessing of a Masterpiece project over about 6 monthsOnline Knowledge Test	4,950 € net/ participant

Offer conditions

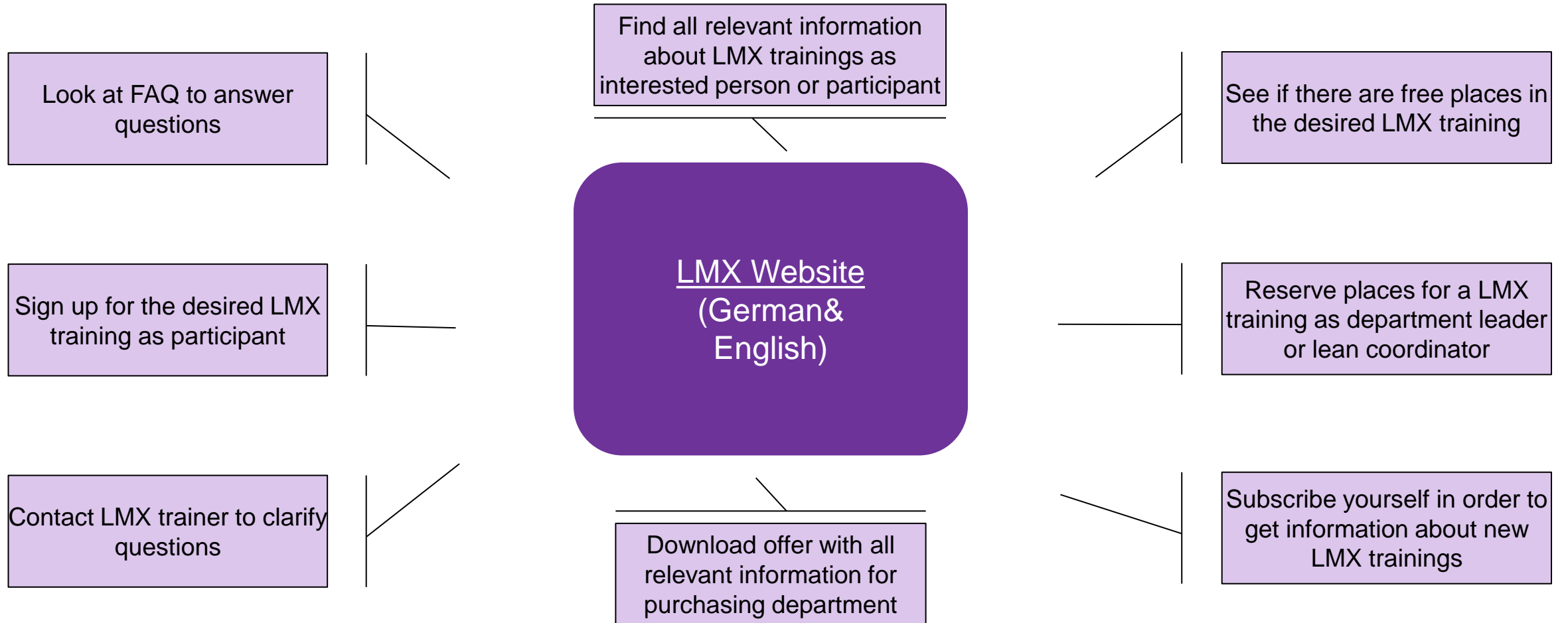
- The **minimum** number of **participants** is **8 people**. LMX reserves the right to postpone or cancel the training up to 14 days before the start if the minimum number of participants is not reached.
- LMX confirms the execution** of a training when minimum number of participants is reached.
- A training already planned and confirmed by LMX can be **cancelled by the participant up to four weeks** (28 calendar days) before kick-off appointment without replacement. **After that, 100% of the participation fee will be charged.**
- Participant's name** can be changed up to **14 days** before training date.
- The **prerequisites** for issuing the **certificate** are **participation** in the online trainings, the **successful completion** of the **practical task and a passed online knowledge test**.
- Participation fee plus statutory value added tax** is charged after confirming the execution of training.
- Payment is due **net within 14 days**
- Please send your **written purchase order** referring to this proposal No. 222052 to info@lmx.eu (please find more details on next page)

The application process at a glance

Registration via LMX website: <https://www.lmx.eu/en/lmx-trainings-siemens-energy-e/>



All stakeholders (interested person, participant, purchasing department, lean coordinator) find relevant information on LMX website



Contact and vendor data LMX



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