The table below can be used to illustrate the capability of the training system’s delivery team in the main topic areas. It can also help in identifying strengths, weaknesses and gaps on an individual or group basis.

## How to complete

Each person is scored from 0 to 3 for each box:

Blank = No topic knowledge

1 = Reasonable topic knowledge and familiarity. Capable of teaching at a basic or introductory level

2 = Significant topic knowledge and familiarity. Capable of teaching at an intermediate level

3 = Expert level topic knowledge and familiarity. Capable of teaching at an advanced high level

The data can be effectively collected through a self-assessment exercise among delivery personnel.

The columns and rows can be totalled, thus indicating individuals’ relative strengths and also the delivery team’s strong and weak areas of knowledge.

Descriptions of the LCS levels are contained at the end of this document and on the LCS website.

| **Name** | **1a Lean Awareness** | | | | | **1b Lean Diagnostic/Analysis** | | | | | | | **1c Lean Improvement/Implementation** | | | | | | | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A1** | **A2** | **A3** | **A4** | **A5** | **B1** | **B2** | **B3** | **B4** | **B5** | **B6** | **B7** | **C1** | **C2** | **C3** | **C4** | **C5** | **C6** | **C7** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **Name** | **2a Lean Implementation & Design & 2b**  **Lean Implementation & Leadership** | | | | | | | | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AB1** | **AB2** | **AB3** | **AB4** | **AB5** | **AB6** | **AB7** | **AB8** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

# Explanation of Levels

**For a full description of each level and for examples of topics that could be included under each, visit the LCS website page -** [**the LCS Level Descriptors**](http://www.leancompetency.org/resources/lcs-level-descriptors/) **. You can also download a PDF of the descriptors from that page or by** [**clicking here**](http://www.leancompetency.org/wp-content/uploads/2016/05/LCS-level-descriptors-1609.1.pdf)**.**

**1a Lean Awareness Knowledge**

A1: Origins and evolution of lean thinking and continuous improvement

A2: Underpinning and related concepts and approaches

A3: Key lean/CI principles and frameworks

A4: Core elements of lean and CI

A5: Awareness of the human and strategic dimensions of lean thinking

**1B Lean Diagnostic / Analysis Knowledge**

B1: Purpose, customer/stakeholder value identification and understanding

B2: Mapping techniques

B3: Quality approaches

B4: Problem solving techniques

B5: Basic data gathering/statistical techniques

B6: Planning and communication techniques

B7: Demand and capacity analysis and understanding techniques

**1C Lean Improvement / Implementation Knowledge**

C1: Workplace organisation and optimisation techniques

C2: Standard operations

C3: Visual management and performance measures

C4: Scheduling, and capacity planning

C5: Enablers for flow

C6: Management and planning

C7: People, teams and sustainability

## 2 A&B - LEAN IMPLEMENTATION, DESIGN & LEADERSHIP

AB1 Strategy formation and policy deployment techniques

AB2 Design and deployment of effective and relevant performance measures

AB3 Leadership skills for effective lean team management

AB4 Supply chain management

AB5 Advanced lean thinking knowledge and techniques, complementary approaches.

AB6 Sustainable change and continuous improvement

AB7 Project management, implementation and control

AB8 Complementary philosophies, approaches and thinker