# Continuous Improvement Programme

**Click2Learn**

Train Better. Do Better.

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Empowering your team
for sustainable growth
anytime, anyplace, anywhere...

**4** Core Tools for a CI System

Performance Management
Visual Management
Standardised Work
Practical Problem Solving
5s & Workplace Organisation
Process & Value Stream Mapping

# Introduction

At Click2Learn, we are dedicated to transforming the way organisations upskill their teams. Our mission is to deliver effective training that seamlessly integrates into the flow of work, ensuring learners can acquire and apply knowledge without disrupting daily operations.

Many businesses lack a standardised approach to improvement or fail to equip their teams with the skills to identify inefficiencies and uncover opportunities. Those that embrace Continuous Improvement (CI) often achieve measurable gains of 10-20% in productivity within the business, creating a culture of innovation and operational excellence.

Our CI course, developed by experts with over 20 years of experience in designing and delivering CI programmes, provides business owners, coordinators, and learners with the tools and strategies needed to drive continuous development and operational success. Learners will be able to identify and eliminate waste in processes, measure and manage performance effectively, and implement visual management tools to quickly address issues.

Our content is designed to keep learners engaged throughout their learning journey, through a wide range of interactive modules, and real-world applications.

**Blended Learning:** Click2Learn's innovative blended learning model is designed to provide unparalleled flexibility and effectiveness. It combines the latest eLearning techniques, live coaching from industry experts, and engaging onsite workshops. This enables learners to apply knowledge to real-world business challenges.

**Engaging Content:** Our online learning modules go beyond traditional approaches. With captivating videos, immersive audio, and interactive content, subjects are brought to life to make the learning experience enjoyable and impactful.

**Expert Guidance:** Live coaching sessions are designed to embed learning and provide invaluable support for practical assignments. Learners can interact with industry veterans who bring real-world experience, insights and expertise.

# What is Continuous Improvement?

Continuous Improvement (CI) is a systematic, ongoing effort to enhance products, services, or processes within an organisation. By focusing on identifying inefficiencies, reducing waste, and streamlining workflows, CI empowers teams to consistently elevate their performance and deliver greater value. This approach is grounded in the belief that no process is ever perfect and that incremental, sustained changes can drive substantial long-term results.

## HOW CAN IT HELP YOUR ORGANISATION?

In today's fast-paced business environment, staying competitive means continuously adapting and improving. Implementing Continuous Improvement practices not only drives efficiency but also fosters a proactive culture where every team member is empowered to identify opportunities for growth:

**Increased Productivity:** Implementing CI strategies leads to significant productivity gains by optimising workflows and eliminating non-essential activities.

**Enhanced Quality:** Through CI, businesses can improve the quality of their offerings by standardising processes and reducing variability.

**Improved Team Morale:** Engaging team members in CI initiatives fosters a collaborative work environment where everyone feels valued and empowered to contribute.

**Greater Adaptability:** Organisations practising CI are better equipped to adapt to changing market demands, making them more resilient and competitive.

**Long-Term Growth:** By embedding a culture of continuous improvement, businesses can ensure sustainable growth, as improvements compound over time to create lasting advancements in efficiency and output.

**Cost Efficiency:** Reducing waste and improving processes helps organisations minimise operational costs without sacrificing quality.

### TAILORED SOLUTIONS FOR ALL LEVELS

Whether you're a business leader aiming to enhance your organisation's operational strategy, a coordinator looking to streamline training processes, or an individual eager to develop valuable skills to further your career, our Continuous Improvement Programme provides the right tools and guidance.

# Programme Overview

This programme is designed for businesses seeking to boost productivity, enhance quality and foster a culture of ongoing progress and development. It provides learners with the skills essential for driving improvement in an organisation. The programme's structure enables participants from diverse backgrounds to learn at their own pace, integrate theory into practice, and contribute to impactful business improvements.

## LEARNING OBJECTIVES

1. **Identifying and Reducing Waste** - Spot and eliminate non-value-added activities.
2. **Performance Management Techniques** - Master measuring tools to boost performance.
3. **Visual Management** - Implement visual tools to highlight issues and promote efficiency.
4. **Standardisation** - Develop consistent work standards to minimise process variation.
5. **Leadership Development** - Strengthen team management skills and encourage a continuous improvement mindset.
6. **Practical Assignments** - Apply new knowledge through hands-on projects with expert feedback.

The programme is flexible and consists of five modules. These modules are broken into bite-sized chunks to enable participants to complete the 12 hours of self-guided eLearning as and when their schedules allow. The additional option of coaching and/ or a one-day, on-site workshop is available to help define and prioritise the most significant challenges within the learner's workplace.

The programme includes the following modules:

### Module 1 - Introduction to Lean thinking and continuous improvement

This foundation module introduces the core principles of Lean thinking and Continuous Improvement. Learners will be guided through essential concepts and taught how to identify areas of waste within their organisations. Learners will put these principles into practice by conducting a waste walk. Here they will observe and document any inefficiencies within their businesses to form a basis for targeted improvements.

### Module 2 - Managing and Improving Performance

Module 2 delves into the critical elements required to manage and improve performance effectively at all levels of the organisation. Learners will explore strategies that enhance performance and drive productivity, ensuring alignment with their business goals. Practical assignments will follow this learning phase, enabling knowledge to be applied to situations within the workplace, fostering tangible improvements and reinforcing the lessons learned.

### Module 3 - Effective Visual Management

In this module, learners will uncover the benefits and applications of visual management, a powerful tool for fostering clarity and transparency in various business scenarios. This module will shows how visual tools can be used to track performance, highlight issues, and encourage collaborative problem-solving. Learners will be shown how to apply visual management techniques to almost any situation, improving communication and response times within their teams.

### Module 4 - Leading and Managing Teams

Module 4 focuses on the essential leadership and management techniques needed to cultivate a culture of continuous improvement. Learners will explore how to inspire and guide teams effectively, promoting a collaborative environment that prioritises growth and progress. Through targeted assignments, learmers will practice enhancing their personal effectiveness and boosting overall team performance, ensuring that they can lead their teams with confidence and competence.

### Module 5 - Standardised Work

This final module aims to consolidate the newly acquired knowledge and focus on creating sustainable improvements. Learners will understand how to reduce process waste and standardise work practices to build reliable and efficient processes. This comprehensive approach will equip them with the tools to refine workflows, ensuring they are more consistent and effective and ultimately supporting their organisation's long-term success.

# Accreditation

Our **Continuous Improvement Programme** is accredited by the **CPD** Certification Service, ensuring that your team's training meets the highest industry standards.

As a **CPD-certified course**, the programme ensures that both businesses and employees remain at the forefront of professional development. For businesses, **CPD accreditation** guarantees that the training is current, relevant, and tailored to enhance employee skills in a structured, measurable way. This supports organisational goals by driving continuous improvement and maintaining a competitive edge.

For employees, **CPD certification** demonstrates a commitment to ongoing learning, boosting skills, confidence, and career progression.

The certification is widely recognised across industries, providing assurance that learners are gaining valuable, accredited knowledge that enhances their careers.

# Pricing

**Standard Package
(£545 + VAT per user):**

Includes full access to eLearning modules and practical workplace assignments and feedback. Online coaching is also available.

**Bespoke Package**

Tailored to specific organisational requirements, including additional coaching and custom content.

# Benefits

Continuous Improvement offers a pathway to build resilient, agile organisations capable of thriving under evolving conditions. Investing in Continuous Improvement training helps teams and organisations learn to foster a culture that prioritises quality, efficiency, and ongoing progress - ensuring long-term success and profitability.

**For Businesses:**
- Real results with a 10-20% productivity boost
- Immediate knowledge application for tangible benefits
- Minimal disruption as learning is embedded within the workflow

**For Coordinators:**
- Cost-effective, scalable training options
- Comprehensive tools for tracking progress and automating administration
- White-labelled solutions for custom branding and content creation

**For Learners:**
- 24/7 access to training on any device
- Interactive, engaging content with practical assignments
- CPD learning credits and seamless integration of learning into daily routines

# Why Choose Click2Learn's Continuous Improvement Programme?

**Practical Application**
Our programme goes beyond theory. Learners apply new skills directly to their work environment through assignments such as setting up visual management systems, running effective team meetings, and resolving team-based issues.

**Cost-Effective & Flexible**
Available on any device, our eLearning platform allows participants to learn at their own pace, minimising disruption to business operations while maximising results. Our platform is scalable, ensuring consistent, high-quality training for teams across different locations.

**Scalable**
Train large groups simultaneously throughout your entire organisation.

**Tailored for Business**
We offer bespoke content options and integration with your existing systems. Configure the sequence and structure of the course to suit you exact requirements. Accessibility and language options are also available

**Expert Coaching**
Learners have access to 4 hours of direct coaching from industry experts, ensuring personalised support throughout the programme. Our coaching team, have real world experience of applying the concepts covered in this programme.

## Click2Learn
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For more information on how Click2Learn's Continuous Improvement Programme can benefit your business or to request a demonstration, please visit our website at www.click-2.com, email us at info@click-2.com or call us at +44(0)247 718 0496.

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