



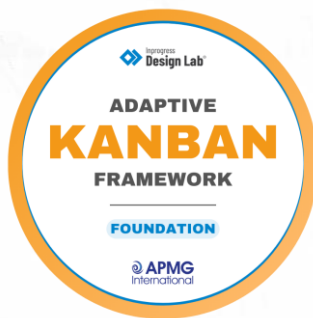
# TRAINING PROGRAMME



Adaptive Kanban Framework Foundation

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## Description



3 days



accredited training



language of training: Polish or English



language of materials: Polish or English

Kanban is a work management method that originated in manufacturing in the 1940s. It's main objectives are to increase predictability, improve efficiency at team and organisational levels, minimise waste, and continuously improve processes.

The Adaptive Kanban Framework is a modern approach to applying Kanban in an office environment, particularly for distributed teams. Unlike the traditional approach, the Adaptive Kanban Framework helps to manage 'invisible' work, i.e. work performed by office-based employees.

During the Adaptive Kanban Framework Foundation training course, participants will learn about the principles of Kanban and the Adaptive Kanban Framework, as well as key techniques and working methods that can be used to increase team and organisational efficiency. They will also learn about the roles and responsibilities of those involved in using Kanban and the most important principles of its application. Finally, they will learn about the process of implementing, maintaining and improving the entire Kanban System.

## Purpose of the training

- ✓ Understanding the principles and rules to be followed when working with the Adaptive Kanban Framework;
- ✓ Knowledge of the roles, responsibilities and competencies of those involved in using the framework;
- ✓ Understanding the Continuous Kanban Process (the implementation and effective use of Kanban within an organisation);
- ✓ Understanding the success factors and key barriers to implementing Kanban;
- ✓ The ability to apply Kanban to projects and other office processes.

## Target group

- ✓ Members of project and operational teams and office workers;
- ✓ Operational team managers;
- ✓ Project managers;
- ✓ Product Owners and Scrum Masters;

- ✓ Middle and senior management.

## Benefits

- ✓ Increased predictability, effectiveness and efficiency of work (both individual and team);
- ✓ Ability to develop and implement the Kanban System for the team;
- ✓ Ability to identify and improve areas requiring improvement;
- ✓ Better communication regarding the functioning of processes within the team – improving the quality and effectiveness of cooperation;
- ✓ Ability to apply the principles of workflow management in the Kanban System in practice.

## Exam and certification

- non-mandatory exam,
- multiple-choice, single-response questions test,
- number of questions: 50,
- pass threshold: 66% (33 out of 50 possible points),
- language of the exam: English, Polish, among others - selected on the Accreditor's website during exam registration,
- duration: 40 minutes,
- mode: online (after online training) or in-person (after in-person training),
- date: the exam is held at the end of the 3<sup>rd</sup> day of training,
- closed book - no use of materials,
- validity of the certificate: indefinite,
- the participant who scores the necessary number of points in the exam is awarded the international certificate in electronic form.

## Training programme

### MODULE 1 – INTRODUCTION AND TRAINING OVERVIEW

- ✓ Presentation of the training objectives and agenda
- ✓ Information about the exam

### MODULE 2 – BASICS OF KANBAN

- ✓ Introduction to Kanban



- ✓ History of Kanban, definitions, application
- ✓ Anatomy of Kanban
- ✓ Working methods: push and pull
- ✓ Basics of the Adaptive Kanban Framework

### MODULE 3 – KANBAN PRINCIPLES

- ✓ Characteristics of principles
- ✓ Principles
- ✓ Application of principles

### MODULE 4 – ROLES IN KANBAN

- ✓ Roles and competencies – introduction
- ✓ Detailed discussion of roles
- ✓ Shared and individual competencies
- ✓ Combining roles
- ✓ Competency models

### MODULE 5 – CONTINUOUS KANBAN PROCESS

- ✓ Components of the process
- ✓ Application of the process, general objectives and roles in the process

### MODULE 6 – DISCOVERING KANBAN

- ✓ Objectives and techniques Building awareness
- ✓ Objectives and techniques Setting goals
- ✓ Responsibilities of individual roles in the process

### MODULE 7 – DEFINING KANBAN

- ✓ Objectives and techniques Describing work
- ✓ Outcome-result-benefit/value
- ✓ Five steps for describing work
- ✓ Work item
- ✓ Objectives and techniques Visualising work
- ✓ Good and bad visualisation practices
- ✓ Responsibilities of individual roles in the process

### MODULE 8 – IMPLEMENTING KANBAN

- ✓ Goals and techniques Implementing Kanban
- ✓ Responsibilities of individual roles in the process

### MODULE 9 – KANBAN DELIVERY PROCESS – CONTINUOUS WORK MANAGEMENT

- ✓ Goals and techniques Continuous flow management
- ✓ System optimisation factors
- ✓ Metrics in Kanban

- ✓ Elements regulating flow
- ✓ Disruptions in flow
- ✓ Muri, mura, muda
- ✓ Celebrating successes

#### MODULE 10 – KANBAN DELIVERY PROCESS – CONTINUOUS IMPROVEMENT

- ✓ Goals and techniques Continuous improvement
- ✓ Empiricism, PDCA, feedback
- ✓ Retrospective
- ✓ External events
- ✓ Responsibilities of individual roles in the process

#### MODULE 11 – WHY IT IS WORTH IMPLEMENTING THE ADAPTIVE KANBAN FRAMEWORK

- ✓ Projects and Kanban
- ✓ Effectiveness of Kanban implementation
- ✓ Barriers to implementing Kanban

#### MODULE 12 – CONCLUSION OF THE TRAINING

- ✓ Summary of the training
- ✓ Exam

## Methods and tools used in training

Training is conducted by **lecture** and **workshop** methods.

LECTURE PART	WORKSHOP PART
It is conducted on the basis of a multimedia presentation prepared by the presenter and is enriched by the use of moderated discussion, exchange of participants' experiences and case studies.	<ul style="list-style-type: none"> <li>✓ small group exercises</li> <li>✓ individual exercises</li> <li>✓ case studies</li> <li>✓ moderated discussion</li> <li>✓ exchange of experience among participants</li> </ul>

The selection of the form and scope of training, supported by the professional and trainer's experience, ensures that participants **receive a comprehensive overview of the topics** and **acquire practical skills**.