

# Everyday Excellence Team Leader

Leads improvement projects. Follows DMAIC approach. Applies basic tools. Participates as project team member. Implements Improvements. Coaches E2 TeamMates. Is an Advocate for Continuous Improvement.

Basics	Tools*	Projects
<ul style="list-style-type: none"><li>• Define Excellence</li><li>• Everyday Excellence</li><li>• DMAIC</li><li>• Voice of the Customer</li><li>• Data and Metrics</li><li>• Roles</li></ul>	<ul style="list-style-type: none"><li>• Brainstorming</li><li>• Critical To Tree</li><li>• Process Map</li><li>• 5 Whys</li><li>• 8 Wastes</li><li>• 5 S</li><li>• Fishbone (C&amp;E Diagram)</li><li>• Rank Matrix (C&amp;E Matrix)</li><li>• Risk Assessment</li><li>• Mistake Proofing</li></ul>	<ul style="list-style-type: none"><li>• Project Selection</li><li>• Tool Application</li><li>• Managing Projects<ul style="list-style-type: none"><li>• Communications</li><li>• Reporting</li></ul></li><li>• Leading Teams</li></ul>

\* Applies tools

## E2 Team Leader Certification Requirements:

- Attend 2-day class
- Pass E2 Team Leader written exam with score of 80 or better
- Successfully complete / implement a project using at least 4 tools
- Have tool application reviewed by certified E2 Team Leader
- Obtain recommendation for certification from E2 Champion