



## INSTRUCTOR REQUIREMENTS AGC'S LEAN CONSTRUCTION EDUCATION PROGRAM

### UNIT 3: LEAN WORKSTRUCTURING

#### Lean Construction Education Program Overview

To develop the tools needed to build lean, the AGC of America has developed the Lean Construction Education Program. Construction professionals at all experience levels will learn the building blocks necessary to transform their projects and companies into a lean operating system. This series of courses will progressively cover a range of topics essential to Lean Construction including:

- Variation and pull in production
- Lean Workstructuring, supply chains, and assembly
- Production management
- Management by values
- Problem-solving principles and tools

#### Overview of Lean Workstructuring

*Unit 3: Lean Workstructuring* is a half-day, instructor-led course that introduces an essential component of the Last Planner® System, Lean Workstructuring. The course is divided into three sessions:

- Session 1 discusses the concept of pull planning and includes a building simulation activity to familiarize participants. This session will also discuss the difference between push and pull planning.
- Session 2 defines Lean Workstructuring (LWS) and outlines its products briefly for the pre-construction and construction phases. The session includes a case study and discussions that show how LWS differs from other methods.
- Session 3 provides an overview of the Last Planner® System and identifies its main levels. This session will also discuss percent plan complete.

#### Course Learning Objectives

Following successful completion of this course, participants will be able to:

- Apply the methods and tools utilized in pull planning
- Describe the concept of Lean Workstructuring
- Outline the desired products of Lean Workstructuring
- Describe the characteristics and application of the Last Planner® System

#### Session Learning Objectives

Following successful completion of Session 1, participants will be able to:

- Describe the basic characteristics of the push planning approach
- Describe the pull planning process
- Distinguish pull planning from push planning

Following successful completion of Session 2, participants will be able to:

- Define Lean Workstructuring
- Describe the products of Lean Workstructuring
- Distinguish between Lean Workstructuring and Work Breakdown Structure

Following successful completion of Session 3, participants will be able to:

- Describe the Last Planner System
- Define percent plan complete
- Identify the levels of the Last Planner System

### **Minimum Instructor Qualifications**

AGC of America has established the following minimum Lean Construction experience requirements for instructors. Please check the boxes indicated below to note that you have complied with each requirement.

#### ***Foundation of Lean Construction***

- Have experience in implementing Lean Construction on several projects as a construction professional
- Have an understanding of Lean concepts and terminology, including roles and responsibilities of project team members
- Have experience implementing Lean within a construction firm
- Have extensive experience using the Last Planner® System in a construction setting

Please provide specific examples of how you meet the above requirements

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#### ***Teaching and Facilitation Skills***

In addition, excellent communication and listening skills with individuals from varied backgrounds are required, including the ability to paraphrase and summarize lessons and participant discussions. Facilitators must:

- Be skilled with leading class activities and ensuring that learners actively engage with course content and activities
- Encourage everyone's participation in the discussions keeping the group focused and on track without dominating discussion and group processes
- Maintain a positive attitude and professional approach to the presentation of course material representing the industry

### **Proficiency with Course Materials**

AGC of America offers several resources to instructors in order to help enhance training results.

- The Instructor's Guide and accompanying CD contain PowerPoint slides for use during the course and slide-by-slide guidance for the instructor. **Instructors must purchase/receive and review a copy of both the Instructor's Guide and the Participant's Manual for the course prior to being approved to facilitate.**
- Each participant must have a copy of the *Unit 3: Lean Workstructuring* Participant's Manual during the course and return the **original** Participant's Registration form with your signature to attest to this.
- Instructors should be well-versed in the contents of the course materials, knowledgeable of the course format and committed to helping the attendees achieve the learning objectives for the course. The question on the exam to obtain the Certificate of Management—Lean Construction (CM-LC) credential will be directly derived from the learning objectives so be sure you cover each one.
- The course materials provide a minimum of information for the instructor to deliver. AGC of America welcomes and encourages instructors to add personal experience, case studies, examples, exercises and visual aids to enhance course content without changing the intent.
- Instructors should be familiar with the subjects covered in all Lean Construction Education Program courses to avoid unnecessary repetition of the course material.
  - To familiarize myself with *Lean Construction 101* I have:
    - Purchased and reviewed *Lean Construction 101*
    - Studied the course learning objectives
  - To familiarize myself with *Unit 1: Variation in Production Systems* I have:
    - Purchased and reviewed the Participant's Manual
    - Purchased and reviewed the entire Instructor's Guide packet
    - Attended a *Unit 1* course
  - To familiarize myself with *Unit 2: Pull in Production* I have:
    - Purchased and reviewed the Participant's Manual
    - Purchased and reviewed the entire Instructor's Guide packet
    - Attended a *Unit 2* course
  - I have previously attended a *Unit 3: Lean Workstructuring* course
- The AGC of America curriculum staff can hold individual conference calls with instructors to provide additional insight and direction, as needed, to ensure consistent and quality delivery of the course.
  - I would like to schedule a conference call.

### **Instructor Statement of Qualifications**

Instructors should read the statements below check the following box to indicate that they meet the requirements for instructing the course, and then sign and submit the form. Please submit the signed form to the AGC of America staff contact for this course with a copy of your most recent biographical sketch and curriculum vitae for approval.

- I read the statements above regarding the minimum qualifications for instructing this course and proficiency with the course materials, knowledge of learning objectives, and I meet those requirements.
- I have watched the *Lean Workstructuring* Instructor Orientation video, found at [www.agc.org/LCEP](http://www.agc.org/LCEP) and have an understanding of the instructional intent of the material.
- I have purchased and reviewed the *Unit 3: Lean Workstructuring* Instructor's Guide (and the included Participant's Manual) and feel I can successfully present this course.

Attached is a recent biographical sketch and curriculum vitae highlighting my Lean Construction experience.

I have the following questions (please list): \_\_\_\_\_  
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Signed Name \_\_\_\_\_ Date \_\_\_\_\_

Printed Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lean Construction Education Program Host Chapter/Organization: \_\_\_\_\_

Lean Construction Organization Affiliations (if any): \_\_\_\_\_

**AGC of America Staff Contact**

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