

MY
APEX
Campus

PROFESSIONAL
DEVELOPMENT THROUGH
ONLINE TRAINING

APEX CAMPUS CURRICULUM OVERVIEW

The Apex Campus includes professional development courses, tools and resources to support you in achieving your personal and professional best. In ABWA's Apex Campus, you can take courses on your own time and at your own pace. Some courses are free and some are fee based.

EACH COURSE IS ACTIVATED FOR 45 DAYS ONLY.

For questions or concerns, contact the national office at 913-732-5100 or webmail@abwa.org.

** Content in My Apex Campus is proprietary courses and course materials should not be copied and/or downloaded unless otherwise noted. To do so would be an infringement on copyrighted materials.*

PLAN B: PROFESSIONAL PROGRAMS IN A PINCH

The Plan B courses are provided by award-winning keynote speaker and bestselling author of seven books, Laura Stack. Each webinar provides business relevant content for employees, employers and entrepreneurs.



**LAURA
STACK**
The Productivity Pro®

Laura Stack is a noted expert in employee and team productivity. She is best known by her moniker, "The Productivity Pro®." Additional webinars may be purchased from Laura's site at: <http://theproductivitypro.com/productivity-training-videos>.

When introducing a webinar in a public forum, give credit to Laura Stack.

ASSERTIVENESS AND DIRECT COMMUNICATION:

Your wording is a critical productivity tool.

Whether you're communicating with employees or superiors, say what you mean as directly as you can without being curt. Diffidence or timidity isn't going to get you anywhere, because it wastes time in a number of ways. So choose your words carefully. While there will always be some potential for confusion (we're only human, after all), solid, clear wording at all levels will ensure that such confusion is limited. Don't use a ten-dollar word when a nickel one will do; not only will people not have to waste time (and therefore productivity) trying to figure out what you're trying to say, they're less likely to mistake what you're trying to say. Mistakes waste time, so it's crucial to avoid as many as possible. **FREE**

EMAIL BEST PRACTICES: *Fall in love with your inbox.*

Is your email your to-do list? Is it really keeping you organized? Technology CAN increase your productivity, if you use best practices for email. Bestselling author Laura Stack, The Productivity Pro®, will guide you through the 10 Best Practices for Handling Email so that your inbox becomes your friend. Learning to control your email is fundamental to increasing your productivity. These skills will give you the foundation you need to keep your inbox under control. **FREE**

AMERICAN BUSINESS WOMEN'S ASSOCIATION

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EMAIL STACK ATTACK!

Why is this called the Email Stack Attack? Why, because Laura STACK is going to show you how to ATTACK your email STACK, of course! You'll find solutions for some of your most challenging Outlook questions! **FREE**

ORGANIZING YOUR OFFICE AND YOUR LIFE:

Survive information overload and clear the clutter.

Do you get 100 emails every day? Do you feel like you're slowly drowning in a sea of paper? Then this course is for you! You may work hard. But if you're disorganized, every step is a struggle. This course will help staff members, professionals, and managers stay on top of it all. You will gain scores of new tips and techniques for bringing order into your life, both personally and professionally! **FREE**

ORGANIZING THE HOME OFFICE: *Setting up your space and systems for success.*

Are you slowly drowning in a sea of paper? Does the sight of your messy office frustrate you? If you're disorganized, your daily activities won't run smoothly, and you won't operate efficiently. Entrepreneurs are so excited by the "fun" activities of their businesses that they dread doing the important foundational work, like setting up systems. You will learn what you'll need to succeed in business. **FREE**

THE PRODUCTIVE ENTREPRENEUR

Running the show alone can be a real pain, much like juggling a dozen balls at once. But it can be done. If you're willing to put in a little effort, you can learn how to maximize your efficiency such that your solo effort is as efficient as any three-person business. **FREE**

PRODUCTIVE PRESENTATIONS: *Be prepared, in control, and composed.*

A 20-year veteran professional speaker, Laura Stack, past president of the National Speakers Association, outlines the five steps to prepare for any presentation. Next, she will teach you how to control your speaking environment through proper room logistics. Finally, you'll learn to overcome fear and calm yourself down with myriad physical, psychological, and behavioral strategies. You'll be confident, competent, and composed for your next presentation! **FREE**

PRODUCTIVE TRAVEL: *Tips for business travelers.*

Too often, business travelers use their trips as opportunities to rest up for the next bit of work—but in the modern business world, that just doesn't cut it. The savvy worker doesn't waste travel time. Sitting on the plane or in a hotel offers a unique opportunity to get work done with few distractions or interruptions. You should always be willing to take along a laptop, or at least a pile of paperwork that you can work through or read. **FREE**

TAME YOUR TWEETS, FOCUS YOUR FACEBOOK AND LASSO YOUR LINKEDIN: *Using Social Media to Maximize Profits and Save Time.*

This course is for anyone using social media in business, especially professionals in small or large corporations who use social media, including sales, marketing, branding, and PR; first level supervisors, mid-level managers, and key executives who use social media at work to communicate with consumers, clients, vendors, and prospects; entrepreneurs and business owners who are creating networks for business and reputation building; and service firms, either in private or group practice, who face a need to build strong connections with prospective clients. **FREE**

YOUR LIFE IN BALANCE: *Creating more discretionary time for yourself.*

Successful people don't trade personal satisfaction for professional achievement. They know high performance depends on both. You work hard all day at work and then go home to work more. The last person on your to-do list is... **YOU!** When you discover the right mix of time and accomplishment in all areas of your life, you'll rediscover vision, vitality, and meaning! **FREE**

ABWA'S JOB SUITE

ABWA's job suite provide a step-by-step process for coping with career transitions.

Once you've updated your resume, don't forget to post it on your LinkedIn page and on ABWA's Career Connections at <http://careers.abwa.org>

- Resumes That Get Interviews **FREE**
- Interviews That Get Results **FREE**
- The Joy of Starting Over **FREE**
- The Joy of Jumping In **FREE**
- First Days Off the Job **FREE**

ABWA'S HOW TO BE HEARD SERIES

These four modules will provide you tips and strategies for finding and amplifying your voice in the workplace. Each module takes about 1 hour to complete.

- Powerful Conception: Idea (Module 1) **FEE: \$25.00**
- A Survey of Influence Strategies (Module 2) **FEE: \$25.00**
- The Influential Power of Story (Module 3) **FEE: \$25.00**
- Negotiations (Module 4) **NEW! FEE: \$25.00**



Improvement Learning, Improved.

GEMBA ACADEMY'S SCHOOL OF LEAN

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COURSE 1: **INTRODUCTORY TOPICS** (3 VIDEOS)

In this course, you are introduced to lean and the fundamental concepts of continuous improvement. Three videos included in this course. **FEE: \$10.00**

COURSE 2: **GEMBA GLOSSARY** (6 VIDEOS)

The Gemba Glossary series provides a very short description, history, and application of key lean concepts. **FEE: \$10.00**

COURSE 3: **5S WORKPLACE PRODUCTIVITY** (20 VIDEOS)

In the 5S Workplace Productivity Course, you will learn exactly what 5S is, where it originated from, and why it's far more than a housekeeping initiative. And most importantly, you will learn, step by step, how to start or possibly enhance your own corporate wide 5S program. Twenty videos included in this course. **FEE: \$25.00**

COURSE 4: **SEVEN DEADLY WASTES OVERVIEW** (11 VIDEOS)

You may already know what the 7 deadly wastes are... but do you know how to defeat them? We'll show you how as we take our cameras inside Ram Technologies, a custom foam fabricator located in Mukilteo, Washington, to witness each waste in action. **FEE: \$25.00**

COURSE 5: **THE KAIZEN WAY** (14 VIDEOS)

Translated the word kaizen means to "change for the better". In The Kaizen Way you'll learn exactly what kaizen is and how it's helping organizations in industries such as manufacturing, office environments, and healthcare reduce costs, and increase profits without resorting to massive layoffs. In fact, during The Kaizen Way, you'll hear how one company managed to increase net profits. **FEE: \$25.00**

COURSE 6: **TRANSFORMING YOUR VALUE STREAMS** (18 VIDEOS)

In this course, you and your entire organization will learn how to transform your value streams using lean tools

and principles such as value stream mapping, takt time, kanban, error proofing, and heijunka/production leveling. During this course, you will follow a fictitious bird house manufacturing company as they journey through the process of creating both current and future state value stream maps along with an action plan. **FEE: \$25.00**

COURSE 7: **PRACTICAL PROBLEM SOLVING** (21 VIDEOS)

We can say that the entire lean manufacturing system is a result of decades of continuous problem solving by all of the people and companies who have contributed to the development of lean systems. The Gemba Academy Practical Problem Solving course explains the exact 8 step problem solving process used by these lean exemplars around the world. In this course, you'll learn why PDCA is much more than 4 simple steps while also learning how to create and use statistical tools like control charts, Pareto charts, and scatter plots. **FEE: \$25.00**

COURSE 8: **THE SEVEN QUALITY CONTROL TOOLS COURSE** (28 VIDEOS)

We can say that the entire lean manufacturing system is a result of decades of continuous problem solving by all of the people and companies who have contributed to the development of lean systems. The Gemba Academy Seven Quality Control Tools course explains the exact 7 tools used by quality control experts. No matter if you work in a factory making "widgets" or in a hospital taking care of patients, the concepts taught in this course will forever change the way you use statistical methods to analyze and control quality. In this course, you'll learn the seven key quality control tools. **FEE: \$25.00**

COURSE 9: **A3 THINKING** (9 VIDEOS)

Explore how A3 thinking can positively impact any organization in any industry. View real-world case studies and hear testimonials from leaders that have benefited from A3s. **FEE: \$25.00**

COURSE 10: **JUST IN TIME COURSE** (12 VIDEOS)

Gemba Academy is proud to present this "Just in Time" video series which was originally produced by our consulting partners at the Kaizen Institute. The main topic of this video series is Kaizen and Just in Time which was the original phrase used to describe what we now call Lean Manufacturing. Throughout this series, you'll see many examples of lean principles in action at companies such as Wiremold and Giorgio Foods. You'll also receive an excellent review of topics such as One Piece Flow, Takt Time, U shaped cells, Production Leveling, Kanban, 5S, the Visual Workplace, and Standard Work. **FEE: \$25.00**

COURSE 11: KANBAN OVERVIEW (8 VIDEOS)

In this course focused on introducing the powerful topic of kanban, Ron Pereira explains what kanban is and how to implement some of the most popular kanban systems into a production environment. You'll also receive access to kanban calculators that make the sometimes intimidating math involved simple and easy to handle. Finally, Ron will explain what needs to be in place to ensure kanban success as well as the 6 rules to follow to ensure your kanban system not only survives, but thrives over time. **FEE: \$25.00**

COURSE 12: QUICK CHANGEOVER – THE SMED SYSTEM (13 VIDEOS)

Learn how to radically reduce machine changeovers using the SMED (Single Minute Exchange of Dies) system while watching Ram Technologies work through an actual SMED kaizen event that results in a 66% reduction in changeover time! **FEE: \$25.00**

COURSE 13: STANDARD WORK COURSE (20 VIDEOS)

In this course, we cover the four types of Standard Work that apply to any type of work or industry. You see, contrary to what some think... Standard Work applies to any type of activity no matter if you produce widgets in a factory or do creative work in an office environment. **FEE: \$25.00**

COURSE 14: BUILT IN QUALITY (12 VIDEOS)

In this course focused on Built in Quality (BIQ), Chris Schrandt—a former Quality Engineering Manager at the Toyota Georgetown, KY plant—delivers a live workshop to a room full of lean thinkers at the Peterbilt Manufacturing Facility. **FEE: \$25.00**

COURSE 15: 3P PRODUCTION PREPARATION PROCESS (11 VIDEOS)

In this course, which was filmed in front of a live audience, Mike Wroblewski, a senior consultant for the Kaizen Institute, discusses 3P (Production Preparation Process) as it relates to the design of a new healthcare facility such as a hospital. **FEE: \$25.00**

COURSE 16: TOTAL PRODUCTIVE MAINTENANCE (7 VIDEOS)

In this pre-recorded, live training seminar shot at the Peterbilt Manufacturing Training Center in Denton, TX, Mike Wroblewski, a senior lean consultant from Gemba Consulting and the Kaizen Institute explains why Total Productive Maintenance (TPM) is not optional for lean

thinking companies who rely on machines and equipment to satisfy customer demand. **FEE: \$25.00**

COURSE 17: LEAN LINGO EXPLAINED (12 VIDEOS)

Brad Schmidt, Managing Partner of Gemba Japan, explains the roots of several of the most popular lean terms. As you'll soon realize, Brad loves to talk, smile, and have fun. And the fact he speaks and writes Japanese definitely helps! **FEE: \$25.00**

COURSE 18: THE CULTURE OF KAIZEN (11 VIDEOS)

While the tools of continuous improvement are obviously important, one thing is certain. If we, as continuous improvement leaders, fail to respect, effectively motivate, and positively influence those around us, we will never create strong cultures of kaizen. As such, during this course we will explore the human side of lean in great detail. **FEE: \$25.00**

COURSE 19: KAIZEN LEADERSHIP (6 VIDEOS)

In this series of videos the original Lean Guru, Mr. Masaaki Imai, discusses the topic of Kaizen Leadership. **FEE: \$25.00**

COURSE 20: LEADER STANDARD WORK COURSE (7 VIDEOS)

The concept of Leader Standard Work is not new yet many organizations struggle with it. During this live training seminar—shot at the Peterbilt Manufacturing Facility in Denton, Texas—Mike Wroblewski explains what Leader Standard Work is, how to successfully implement it, and most importantly how to maintain it with the powerful Kamishibai audit system. **FEE: \$25.00**

COURSE 21: HOSHIN PLANNING (11 VIDEOS)

Learn how to create a vision, mission, and then a hoshin plan of long-term, breakthrough, and annual objectives. Learn about catchball and the vital process of reflection to create organizational learning. **FEE: \$25.00**

COURSE 22: JEAN CUNNINGHAM ON LEAN ACCOUNTING (7 VIDEOS)

Gemba Academy co-founder, Kevin Meyer, discusses lean accounting with Jean Cunningham. Jean is one of the original thought leaders on the subject. **FEE: \$25.00**

COURSE 23: LEAN ACCOUNTING (12 VIDEOS)

In this course, we're introduced to lean accounting and the problems of traditional cost accounting. **FEE: \$25.00**



Improvement Learning, Improved.

GEMBA ACADEMY'S SCHOOL OF SIX SIGMA

There are 20 courses in all. Completing the School of Six Sigma courses will prepare you for a green or black belt six sigma certification. For more information on getting a green or black belt Six Sigma certification go to: <https://www.gembaacademy.com/products/six-sigma-certifications>

COURSE 1: INTRODUCTORY COURSE (8 VIDEOS)

In this section we're introduced to both Lean and Six Sigma while also learning how they can be used together in harmony. **FEE: \$10.00**

COURSE 2: PRACTICAL PROBLEM SOLVING (16 VIDEOS)

This course, normally included in the School of Lean, covers the core concepts of Practical Problem Solving using the PDCA methodology. The ability to identify and counter root causes is an extremely important skill set for any Lean or Six Sigma practitioner which is why this course must be viewed as we begin this journey. **FEE: \$25.00**

COURSE 3: 5S WORKPLACE PRODUCTIVITY (9 VIDEOS)

This course, also included in the School of Lean, covers the important topic of 5S which is at the core of Continuous Improvement. **FEE: \$25.00**

COURSE 4: THE SEVEN DEADLY WASTES (2016) (10 VIDEOS):

This course, also included in the School of Lean, covers the important topic of the 7 Wastes which is extremely important information... especially for teams working to reduce lead time, defects, inventory, etc. **FEE: \$25.00**

COURSE 5: THE KAIZEN WAY (13 VIDEOS)

A deep understanding of Kaizen, which means to *change for the better*, will change the way you look at process improvement forever. In this course, which is also from the School of Lean, you'll learn what Kaizen is as well as how to run a kaizen event. To be sure, continuous improvement projects don't have to take months to complete. In fact, a Six Sigma project may include one, or more, kaizen events as the team works to improve the process. **FEE: \$25.00**

COURSE 6: PROJECT SELECTION (8 VIDEOS)

Now that we've covered some important foundational work it's time to learn how to identify a good project. This step is extremely important since a poorly scoped project has little hope of success. So, grab your favorite beverage and let's get started! **FEE: \$25.00**

COURSE 7: PROCESS MAPPING AND SELECTED TOOLS (5 VIDEOS)

The ability to understand how material and processes flow, while also identifying the "inputs" or "Xs" to a process, is at the heart of the DMAIC methodology. So, in this section we'll learn about different types of process maps while also learning how to take the information learned from process mapping into additional tools like the C&E Matrix and FMEA in order to narrow the lists of inputs down to the "critical few." To be sure, many problems can be solved during this phase of a project so it's really time to dig in! **FEE: \$25.00**

COURSE 8: TRANSFORMING YOUR VALUE STREAMS (17 VIDEOS)

In addition to traditional Process Maps, Value Stream Maps can also help Lean & Six Sigma practitioners "see" waste in an entirely new way. So, we're going to take you back in time as we watch the very first course Gemba Academy ever produced - Transforming your Value Streams. To be sure, it's very possible a VSM could be the driving force of your Lean or Six Sigma project! **FEE: \$25.00**

COURSE 9: INTRODUCTION TO STATISTICS (5 VIDEOS)

OK, now that we have a better understanding of our processes... it's time to learn how to truly understand the data we're presented with. So, in the next 5 videos we're going to introduce you to Minitab as well as introduce you to what this thing called "Statistics" is all about. **FEE: \$25.00**

COURSE 10: DESCRIPTIVE STATISTICS (3 VIDEOS)

Have you ever wondered why realtors rarely ever speak about the "average" home price... instead they typically refer to the median home price? If so, you're in luck since we're about to explain the different types of descriptive statistics. **FEE: \$25.00**

COURSE 11: GRAPHS (12 VIDEOS)

The ability to graph data is supremely important... but with so many graphs to choose from, how do we choose the correct one? This series of videos answers that question for you! **FEE: \$25.00**

COURSE 12: INFERENCE STATISTICS (38 VIDEOS)

Having a solid understanding of the scientific method and how to study a small sample of data in order to make decisions about an entire population is what usually separates excellent Continuous Improvement Practitioners from average ones. In the next series of videos we really dig into topics such as hypothesis testing and normality. Finally, you will never need to use ALL of these tools in a single project... but it's still important you understand the tool, allowing you to use it when the time is right. **FEE: \$25.00**

COURSE 13: STATISTICAL PROCESS CONTROL (14 VIDEOS)

SPC, or Statistical Process Control, is another foundational tool for all Continuous Improvement Practitioners. In this series of videos we'll learn all about SPC as well as the many different types of Control Charts at our disposal. **FEE: \$25.00**

COURSE 14: PROCESS CAPABILITY (9 VIDEOS)

Have you ever wondered what "Six Sigma" really means from a statistical perspective? If so, you're about to learn. Additionally, you're also going to learn the key relationship between the Voice of the Customer and the Voice of Process, as well as how to measure this relationship with Process Capability Analysis. **FEE: \$25.00**

COURSE 15: ANOVA (7 VIDEOS)

ANOVA, which stands for Analysis of Variance, is a fundamental statistical concept that is used in things such as Measurement Systems Analysis, Regression, and DOE. In this section we'll learn what ANOVA is, as well as how we can leverage it in order to run experiments. **FEE: \$25.00**

COURSE 16: REGRESSION (9 VIDEOS)

When applicable, being able to determine how "correlated" variables are can be extremely enlightening as it can allow us to build predictive models. But, as you will learn, there is a key difference between correlation and causation; so, settle in and prepare to have some fun with regression! **FEE: \$25.00**

COURSE 17: MEASUREMENT SYSTEM ANALYSIS (6 VIDEOS)

Can you trust the data you're analyzing? If you're not sure... you definitely need to perform a Measurement System Analysis. Now, to be sure, we'll typically perform a MSA early in our project, but since there are so many advanced statistical concepts, like ANOVA, used in a MSA, we had to make you wait a bit before sharing it with you. The good news is the wait is over! **FEE: \$25.00**

COURSE 18: DESIGN OF EXPERIMENTS (13 VIDEOS)

Design of Experiments, or DOE, is one of the most powerful tools available to Lean & Six Sigma practitioners. Sadly, many people simply don't understand what an authentic DOE is or, in some cases, some practitioners mistakenly believe their one factor at a time experiment is in fact a DOE when, really, it isn't. **FEE: \$25.00**

COURSE 19: CONTINUOUS IMPROVEMENT AND CONTROL (3 VIDEOS)

Once processes are improved, it's critical we keep them from backsliding. As such, the ability to leverage tools like Control Plans, Poka Yoke, and SPC are must use tools. **FEE: \$25.00**

COURSE 20: MINI-TAB 16 – QUICK HITS (5 VIDEOS)

In this section we offer some Minitab "Quick Hits" that will enable you to use Minitab more effectively. This section is not required content for our Black Belt Certification candidates but we'd still highly recommend you check these videos out as they will help you use Minitab in a more efficient manner. **FEE: FREE**



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