



## **Public Certificate Course Host Guidelines**

We believe strongly that tacit, hands-on learning is the only effective way to understand the tools of Lean Manufacturing and how to apply them to achieve operational excellence. To adhere to this philosophy, almost all of our training events divide the day between classroom learning and shop-floor implementation. *Becoming a Public Certificate host is a great way to complement your Lean initiative.* Depending on the program, host companies can save as much as \$9,000 in training tuition for their own employees.

### **Requirements of a Host Site**

An ideal Public Certificate course host has made significant steps along the Lean journey and has demonstrated a commitment to Continuous Improvement implementation. A host site must have a classroom or training space that can accommodate up to twenty four (24) students comfortably and must designate one or more project areas that will be used in the shop floor portion of the class. The instructor will contact you a week or two in advance to discuss project areas for the tacit-learning portion of the workshop. Classes typically begin at 8:30 am and end at 4:30 pm. The host site provides breakfast and lunch for the group.

### **What's In It for You?**

As a Public Certificate course host site, up to three employees from your company may attend the training class at no charge (preferably from the designated project area). The Certificate course costs between \$2500 and \$3000 depending on the curriculum and duration. In addition to the significant financial savings, your company will reap the benefits of shop floor implementation of the lean tool by a group of up to twenty external people, including an expert trainer.

### **Center for Excellence in Operations and Management Responsibilities:**

The center will ensure the host site's right to prevent any competitors from attending the workshop and can require all attendees to sign confidentiality agreements or release forms if required. We will not disrupt workflow or make changes on your shop floor without your full consent. We will take care of all administrative tasks relating to the event.

For more information on hosting a Public Certificate course, please contact Teresa Goodfellow, Program Manager, at 631-632-7266 or email her at [Teresa.Goodfellow@stonybrook.edu](mailto:Teresa.Goodfellow@stonybrook.edu).