

Course Overview

- The self-paced Lean Leadership for the Supply Chain Professional online course is comprised of 16 lessons.
- Each lesson involves reading an excerpt from the provided course material, completing the lesson module, and then answering a lesson knowledge assessment.
- Each lesson should take approximately 1 hour and 20 minutes to complete.
- Participants will have 16 weeks from their enrollment date to complete the course.

Technical Requirements

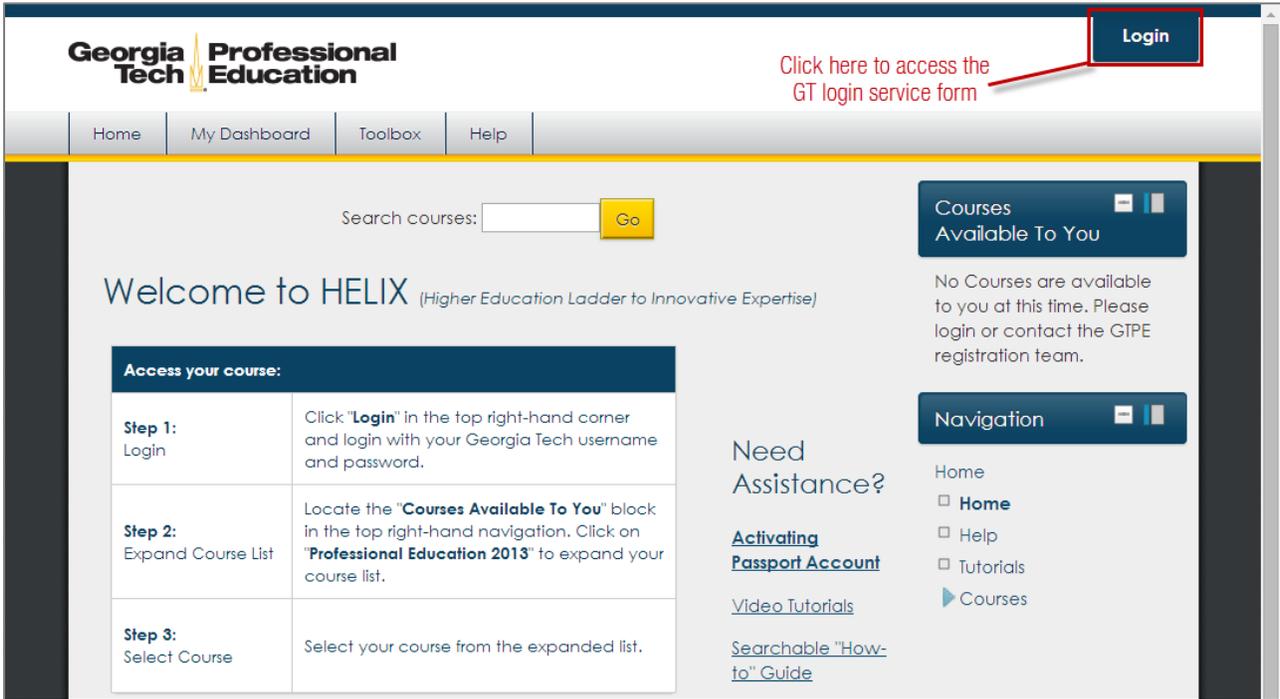
Please review the information provided within <http://www.pe.gatech.edu/Online-Learning-Technology-Requirements> to ensure that the computer you will be using meets the minimum requirements of the Georgia Tech learning management system (HELIX). If using a computer inside a corporate firewall and/or with restricted permissions, please refer the link to your IT personnel for review.

Review Your Confirmation Letter and Activate Your Georgia Tech Computer Account

Within 48 hours of registering for the course, you should receive an email confirmation letter from Georgia Tech Professional Education (GTPE). Please review the document for accuracy and then proceed to activate your Georgia Tech account per the instructions in the confirmation letter. Please note that your gtID is provided under your name at the top of the document. If you have any difficulty activating your **GT account**, please contact the GTPE Registration Help Desk at 404.385.3501 or peregistration@gatech.edu (8:30am – 5:00pm ET, Monday-Friday).

Log In and Access the Course

After activating your Georgia Tech Computer account, visit <https://helix.gtpe.gatech.edu/> using a computer and internet browser that meets our [minimum technical requirements](#). On the HELIX homepage (HELIX is the name for GTPE’s online learning management system), click on the **Login** button in the upper right-hand corner of the screen.



In the provided fields, enter your GT account name and password that was setup when you first activated your Georgia Tech computer account. Click the **LOGIN** button to proceed.

Georgia Tech

Georgia Tech Login Service

GT Home • GT Login

Login requested by: helix.gtpe.gatech.edu

Enter your GT Account and Password

GT Account: *

Password: *

Warn me before logging me into other sites.

LOGIN clear

When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

[I don't know my GT Account](#)

[I don't know my password](#)

[Correct username and password are not working](#)

For assistance, please contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5:00pm ET).

[Click here](#) for additional documentation including how to integrate your application with GT Login

CONTACT US • LEGAL & PRIVACY INFO • ACCOUNTABILITY • SITE MAP • RSS 2.0

© 2014 Georgia Institute of Technology :: Atlanta, Georgia 30332

Enter your GT account information and press the "Login" button

After successfully logging in, you will be brought to your personalized GT HELIX homepage. You should see the course name listed under the **Courses Available to You** block on the right-hand side of the page. You can also click on **My Dashboard** within the upper navigational menu to access links to all courses available to you

Note: Your customized HELIX pages may slightly differ from the below examples.

+ Andrew | ! | Logout

Courses Available To You

Professional Education

Prof Education Public 2016

Lean Leadership for the Supply Chain Professional 201600.16792

Georgia Tech Professional Education

My Dashboard area

Andrew | ! | Logout

Home | My Dashboard | Toolbox | Help

Home > My home

Click here to access to course homepage

Course overview

Lean Leadership for the Supply Chain Professional 201600.16792

Pre-planning Strategy for Health and Humanitarian Organizations (LOG-5001P)

My private files

No files available

Manage my private files

Settings

My profile settings

Online users

Review Important Information Related to the Course

Within the course homepage, review the information posted under **Important Information** in its entirety. Under the **Course Material** heading, click on the **Download the Course Textbook** link to download/save an electronic PDF version of the textbook that is used throughout the course (make sure to note the location where you save the file).

Course Material

For your convenience, the textbook for this course *People: A Leader's Day-to-Day Guide to Building, Managing and Sustaining Lean Organizations* is provided in electronic format and available for download via the below link. If you would prefer to have a hard-copy of the material, the textbook can also be purchased via [Amazon.com](https://www.amazon.com).

[News forum](#)

[Download the Course Textbook](#)

Click link to download the course material to your computer

Starting and Completing Each Lesson

To complete the first and subsequent lessons in the course, **1) Read the noted pages** (in bold under the Reading Assignment section) within the PDF that you downloaded, **2) Click on the Lesson Module** link below the reading assignment and view all material/videos in their entirety, and **3) Complete the Knowledge Assessment** for the module.

*Notes: Some lessons contain Toolbox resources which are **optional**, but may helpful to your understanding of the material.*

LESSON 1

Lesson 1: Purpose and Value Alignment

- Complete the required reading in the text, *People: A Leader's Day-to-Day Guide to Building, Managing and Sustaining Lean Organization***
- Complete the Lesson 1 Module**
- Complete the Lesson 1 Knowledge Assessment¹**

¹To move onto Lesson 2, you must pass the Lesson 1 knowledge assessment with a 70% or higher. If you do not pass on the first attempt, you will be able to try again.

NOTE: A toolbox resource is provided with this lesson (optional, but helpful as you apply the information outside of the course)

-  Lesson 1 Reading Assignment
PEOPLE: A leader's day-to-day guide to building, managing and sustaining lean organizations
Prologue, pages 6-12
-  [Lesson 1 Module](#)
-  Lesson 1 Knowledge Assessment
Not available until the activity **Lesson 1 Module** is marked complete.

 [Lesson 1 Toolbox - A3 for Problem Solving and Fishbone Excel Template](#)

Optional content

Module Navigation

We suggest that students proceed through each lesson module in the order it is provided, but you can easily move backwards or forwards between sections within a lesson module (this is helpful if you wish to go back through a module to review content if uncertain about assessment questions). Please note that **you must view/complete every section title within a module to proceed onto the module assessment**. When you have completed a lesson module, click on the **Exit activity** link at the top of the page to return to the course homepage, and then scroll down to its corresponding lesson assessment.

Note: If viewing on a smaller monitor, click on the noted icon to the right of all block menus in the right-hand column to dock them to the left-hand side of the screen. This will expand the area available to view the module content.

The screenshot displays the Georgia Professional Tech Education website interface. At the top, the logo for Georgia Professional Tech Education is visible, along with a user profile for Andrew and a Logout button. A navigation bar includes links for Home, My Dashboard, Toolbox, and Help. The main content area shows a breadcrumb trail: Home > Professional Education > Prof Education Public 2016 > Lean Leadership-Sply Chn Prof 201600.16499 > LESSON 1 > Lesson 1 Module. A blue callout points to an 'Exit activity' link in the top right corner, with the text: "After completing all sections of a lesson module, click here to exit out of the module to the main course homepage." On the left, a vertical 'Navigation' menu is docked to the edge of the screen. A red callout points to it with the text: "Docked menus are moved to this edge of the screen. Click on a menu to return it to the right-hand column or hover mouse over menu to access relevant menu items." In the top right, there are 'Settings' and 'Navigation' buttons, each with a dock icon. A red callout points to these icons with the text: "Click to move and dock the menu to the left-hand side of browser window. Doing this will give you more space for video, if needed." Below the navigation menu is a 'Menu' list with 17 items. A red callout points to the second item, '2. Video: A Word From Walt', with the text: "Click on section title to move within module". The main content area features a video player titled 'Lean Leadership Lesson 1: Purpose and Value Alignment (02:19 / 20:42)'. A red callout points to the video player with the text: "Pause a video". Below the video player is a control bar with a volume icon and a play/pause button. A red callout points to the play/pause button with the text: "Adjust Volume". At the bottom of the video player, there are 'PREV' and 'NEXT' buttons. A red callout points to these buttons with the text: "Move between sections in a lesson".

Assessment Navigation

Each module is followed by an assessment where you will be tested on your understanding of the lesson material. All questions are required, so provide an answer for each and click the **Next** button at the bottom of the assessment form to record your answers. On the next page, you will be given an opportunity to either go back to the assessment or submit your final answers. Click **Submit all and finish**, if you wish to proceed.

The screenshot shows a web browser window with a LastPass notification. The main content area is titled "Lesson 1 Knowledge Assessment" and displays a "Summary of attempt" table. The table lists 10 questions, all with a status of "Answer saved". Below the table are two buttons: "Return to attempt" and "Submit all and finish". A red arrow points from the "Submit all and finish" button to the text "Click here to submit your final answers to the assessment". On the left side, three questions are visible, each with a "Next" button at the bottom. A red arrow points from the "Next" button to the text "Answer all question in the assessment and then click on the Next button to record your answers".

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

After successfully completing a lesson assessment, **click on the course name** in the navigation breadcrumb to return to the course homepage. *Note: The name of the course may differ slightly for your customized HELIX pages.*

The screenshot shows the course homepage for "Georgia Tech Professional Education". The breadcrumb navigation path is "Home > Professional Education > Prof Education Public 2016 > Lean Leadership-Sply Chn Prof 201600.16499 > LESSON 1 > Lesson 1 Knowledge Assessment". The main heading is "Lesson 1: Purpose and Value Alignment". Below the heading, it says "Please complete the Lesson 1 Knowledge Assessment by answering the questions to the best of your ability." The grading method is "Highest grade". A table titled "Summary of your previous attempts" shows one attempt with a grade of 100. A large blue box highlights the course name in the breadcrumb, with a blue arrow pointing to the text "After successfully completing a lesson assessment click on the course name at the top of the page to return to the course homepage. Then, proceed to the next lesson." Below the table, a message reads "Great job! You passed the Knowledge Assessment and are ready to move on to the next lesson!"

Attempt	State	Marks / 10	Grade / 100	Review	Feedback
1	Finished Submitted Wednesday, 4 June 2014, 2:57 PM	10	100	Review	Great job! You passed the Knowledge Assessment and are ready to move on to the next lesson!

End of Course Survey and Course Completion

After completing the requirements for all 16 lessons, please take a moment to **complete the required course survey**. After this is done, you will be able to download an electronic version of your **course completion certificate** by clicking on the **Get your certificate** button. Georgia Tech Professional Education will also mail a paper version of the certificate to your mailing address on file.

Summary of Previously Received Certificates

Issued
Tuesday, 3 June 2014,
4:25 PM

Click here to download an electronic copy of your GT Professional Education certificate. A paper certificate will also be mailed to your address on file.

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

Questions and/or Assistance

To access tips, a FAQ and videos relating to activating your GT account, choose an appropriate link under **Need Assistance?** within the HELIX homepage.

The screenshot shows the HELIX homepage with several annotations. A red box highlights the 'Need Assistance?' section, which includes links for 'Activating Passport Account', 'Video Tutorials', 'Searchable "How-to" Guide', and 'Seeking Help'. Another red box highlights the 'Get your certificate' button in the 'Summary of Previously Received Certificates' section. A red arrow points from the 'Need Assistance?' section to the 'Activating Passport Account' link. The page header includes the Georgia Tech Professional Education logo, a 'Login' button, and navigation links for Home, My Dashboard, Toolbox, and Help. The main content area features a search bar, a 'Welcome to HELIX' message, and a table with three steps for accessing a course. The footer includes the 'mahara' logo and a welcome message.

Access your course:	
Step 1: Login	Click "Login" in the top right-hand corner and login with your Georgia Tech username and password.
Step 2: Expand Course List	Locate the "Courses Available To You" block in the top right-hand navigation. Click on "Professional Education 2013" to expand your course list.
Step 3: Select Course	Select your course from the expanded list.

For **technical issues**, please email helixsupport@pe.gatech.edu. In the body of your email, please include the full name of the course that you are having trouble with and the technical support group will respond as soon as possible. Please note that you may also find a solution to your issue in the **Frequently Asked Questions** area.

For questions relating to the **course content**, please email web@scl.gatech.edu.