The Karen Martin Group
PROFIT THROUGH SIMPLICITY®

Lean Facilitator Capabilities
Self-Assessment

Name (will be kept confidential) _____ **Date** _____

PERSONAL TRAITS	Strongly Agree 5	4	3	2	Strongly Disagree 1
1. I like to investigate.	☐	☐	☐	☐	☐
2. I like to teach and coach.	☐	☐	☐	☐	☐
3. I'm considered a good listener.	☐	☐	☐	☐	☐
4. Change energizes me.	☐	☐	☐	☐	☐
5. I'm comfortable advocating for a position.	☐	☐	☐	☐	☐
6. I have thick skin (not easily offended).	☐	☐	☐	☐	☐
7. I'm good at juggling several things at once.	☐	☐	☐	☐	☐
8. I like to challenge people to think differently.	☐	☐	☐	☐	☐
9. I'm generally considered upbeat and energetic.	☐	☐	☐	☐	☐
10. I'm detail-oriented.	☐	☐	☐	☐	☐
11. I think fast on my feet and can make quick decisions.	☐	☐	☐	☐	☐
12. I like math and calculations.	☐	☐	☐	☐	☐
13. I'm a good time manager.	☐	☐	☐	☐	☐
14. I'm comfortable with conflict (e.g. heated debates, etc.)	☐	☐	☐	☐	☐
15. I'm comfortable giving others credit for my ideas.	☐	☐	☐	☐	☐
16. I enjoy mediating (helping two people achieve agreement).	☐	☐	☐	☐	☐
17. I enjoy reflecting on what worked well and what didn't.	☐	☐	☐	☐	☐
18. I consider myself imaginative and innovative.	☐	☐	☐	☐	☐
19. I have strong planning and organization skills.	☐	☐	☐	☐	☐
20. I'm naturally curious about how things work and like to probe.	☐	☐	☐	☐	☐
21. I'm comfortable enforcing "ground rules" for team work.	☐	☐	☐	☐	☐
22. I'm able to read people and groups well (mood, feelings).	☐	☐	☐	☐	☐
23. I'm able to stay calm/neutral when things get tense.	☐	☐	☐	☐	☐
24. I'm comfortable presenting to leadership.	☐	☐	☐	☐	☐
25. I'm good at helping teams move projects ahead.	☐	☐	☐	☐	☐

OPEN-ENDED QUESTIONS

1. In terms of your personal traits as a change agent, what are your greatest areas of confidence?
_____
_____

2. Which personal traits do you feel you need further development in? _____
_____
_____

IMPROVEMENT TOOLS & SKILLS	Highly Skilled 5	4	3	2	No Experience 1
26. A3 problem-solving; using the PDSA cycle.	☐	☐	☐	☐	☐
27. Defining product families and value streams.	☐	☐	☐	☐	☐
28. Creating current state value stream maps.	☐	☐	☐	☐	☐
29. Identifying the eight types of waste and root causes for them.	☐	☐	☐	☐	☐
30. Creating innovative future state value stream maps.	☐	☐	☐	☐	☐
31. Facilitating a team to create current & future state Metrics-Based Process Maps.	☐	☐	☐	☐	☐
32. Performing and leading root cause analyses.	☐	☐	☐	☐	☐
33. Standardizing work.	☐	☐	☐	☐	☐
34. Creating and implementing visual management.	☐	☐	☐	☐	☐
35. Leading 5S activities.	☐	☐	☐	☐	☐
36. Error-proofing both machine and human work.	☐	☐	☐	☐	☐
37. Designing and implementing pull systems.	☐	☐	☐	☐	☐
38. Calculating takt time and balancing work to takt.	☐	☐	☐	☐	☐
39. Load leveling.	☐	☐	☐	☐	☐
40. Creating work cells (co-location) and multi-functional workers.	☐	☐	☐	☐	☐
41. Understanding and applying change psychology.	☐	☐	☐	☐	☐
42. Planning & facilitating Kaizen Events.	☐	☐	☐	☐	☐
43. Creating improvement strategies (e.g. hoshin kanri).	☐	☐	☐	☐	☐
44. Teaching Lean principles.	☐	☐	☐	☐	☐
45. Collecting key time and quality metrics (LT, PT, %C&A).	☐	☐	☐	☐	☐
46. Calculating summary metrics (% Activity, RFPY).	☐	☐	☐	☐	☐
47. Calculating labor effort and freed capacity.	☐	☐	☐	☐	☐
48. Converting results to financial impact of improvements.	☐	☐	☐	☐	☐
49. Prioritizing improvements via PACE or PICK charts.	☐	☐	☐	☐	☐
50. Creating and managing action plans.	☐	☐	☐	☐	☐

OPEN-ENDED QUESTIONS

1. In leading improvement, what are your greatest areas of confidence? _____
_____
_____

2. In which areas do you feel you need further development? _____
_____
_____