

Topic: Kaizen for Managers – Continuous Improvement

Overview:

- Provides a detailed review of kaizen tools and techniques, and how to adopt and implement them in a business setting.
- Offer sufficient knowledge on Kaizen management so that managers can make informed decisions on whether or not to implement kaizen.
- Determine what kaizen tools are suitable to a company's specific environment, and what cultural or mindset changes are needed for successful adoption of kaizen.
- Offer a set of kaizen principles, techniques, and tools that are suitable for implementation in most service and production business models.

Day 1

Module: 1

- Understanding Kaizen, it's origin and culture
- Making waste visible – identifying the non-value-added activities in the organisation
- Understanding Kaizen, it's origin and culture
- Manufacturing strategy – Achieving organizational goals with kaizen

Module: 2

Ten Step Process

- o Define the Opportunity
- o Form the Team
- o Measure Current State
- o Identify actions
- o Verify Action Effectiveness
- o Implement Permanent Actions
- o Validate Actions
- o Create Standard Work
- o Replicate the Improvement
- o Do It Again

Problem solving and Improvement tools

- o Kaizen Boards
- o Pareto Analysis
- o Affinity Diagram
- o Ishikawa/Fishbone Diagram
- o 5 Why? Why? Analysis
- o Comparative Analysis
- o 5 S
- o FMEA/Risk Assessment
- o Standard Work

Day 2

Module: 3

- Three Kaizen approaches - Just Do its, Kaizen Events (PDCA) and Kaizen Blitz
- Brainstorming in kaizen events
- How to implement Kaizen & how to structure a Kaizen team? **With practical exercises**
- Making waste visible – Basically identifying the non-value-added activities in your organisation

Module:4

- Examples of lean tools to be used for Kaizen events: 5S, Kanban, SMED, TPM and Value Stream Mapping
- MBWA (Management by walk) – The Gemba Walk | The Task Board
- Sustaining a Kaizen Culture
- Cost-benefit analysis on kaizen projects