



## Kaizen training (3+1 days)

Participants get acquainted with Kaizen thinking, learn how to use its basic tools, will become capable to identify, solve and eliminate problems and wastes, standardize and continuously improve processes, and involve workers in the improvement process.

	<b>Morning (4 hours)</b>	<b>Afternoon (4 hours)</b>
<b>Day 1</b>	<p><b>Introduction</b></p> <p><b>Kaizen principles and methods</b></p> <ul style="list-style-type: none"> <li>• Kaizen: meaning and necessity</li> <li>• Kaizen paradigms</li> <li>• Gemba principle, 3 Gen</li> <li>• Standardization and continuous improvement: the PDCA cycle</li> <li>• The 4 principles of Kaizen: ECRS</li> <li>• PQCDMS, 5W1H, 4M</li> <li>• Problem and waste categories, 3Mu</li> <li>• Wastes: 7 Muda</li> </ul>	<p><b>Kaizen principles and methods (cont'd)</b></p> <ul style="list-style-type: none"> <li>• Waste watch in the Gemba</li> <li>• Employee involvement, improving the employees' commitment</li> <li>• Suggestion system</li> <li>• Team work, quality circles (QCC)</li> <li>• Kaizen events, Kaikaku</li> </ul> <p><b>Problem solving</b></p> <ul style="list-style-type: none"> <li>• Problem solving approaches</li> <li>• 5 Whys? analysis</li> <li>• The 7 step problem solving method</li> </ul>
<b>Day 2</b>	<p><b>The 7 quality improvement tools (7QC)</b></p> <ul style="list-style-type: none"> <li>• Case study</li> <li>• Tally sheet</li> <li>• Pareto diagram</li> <li>• Cause-and-effect diagram</li> <li>• Histogram</li> <li>• Correlation diagram</li> <li>• Control charts</li> <li>• Process diagrams</li> </ul>	<p><b>5S</b></p> <ul style="list-style-type: none"> <li>• The goals and benefits of 5S</li> <li>• Seiri, Seiton, Seiso, Seiketsu, Shitsuke</li> </ul> <p><b>TPM</b></p> <ul style="list-style-type: none"> <li>• TPM: meaning, goals and benefits</li> <li>• The 6 big machine related losses and the OEE measure</li> <li>• The 8 pillars of TPM</li> <li>• TPM case studies</li> </ul>
<b>Day 3</b>	<p><b>Quick change-over and SMED</b></p> <ul style="list-style-type: none"> <li>• The meaning and benefits of SMED</li> <li>• The principles and steps of change-over time reduction</li> </ul> <p><b>Standardization</b></p> <ul style="list-style-type: none"> <li>• The roles and methods of standardization</li> <li>• Standard work and work combination (SW and SWC)</li> </ul>	<p><b>Visual management</b></p> <ul style="list-style-type: none"> <li>• The goals and benefits of visual management</li> <li>• Methods and examples</li> </ul> <p><b>Summary and outlook</b></p> <ul style="list-style-type: none"> <li>• Kaizen video</li> <li>• New ways to eliminating wastes: furthers methods under the Kaizen umbrella</li> <li>• Preparation of Kaizen action plan</li> </ul>
<b>Day 4</b>	<b>Production simulation game (optional)</b>	