



Kaizen Rapid Improvement Training

Onsite – 3 Days, 8 Hours/day – Optimum class size, 6 - 9 students

Training Description:

Continuous improvement is best accomplished through the application of Kaizen, a Japanese process that follows the Deming Wheel — Plan-Do-Check-Act. Kaizen is a process where problems are quickly identified, analyzed and solved and the root causes are eliminated. This “just-do-it” philosophy utilizes “flow” and “pull” signals to link all parts of the system to the customer’s demand while optimizing the manufacturing process through continuous improvement. Having chosen an improvement opportunity, typically, from a Value Stream Mapping exercise, an experienced facilitator will guide the team through developing the Kaizen Mandate and following the Plan-Do-Check-Act 10 step process. A Kaizen event is a hands-on, real-time activity – that means, equipment is moved, walls are taken down, and significant changes to the process are expected.

Training Objective:

To educate the employees on how to develop a Kaizen Mandate and follow the Plan-Do-Check-Act 10 step process. This course will support the lead time, productivity and quality ROI goals by the following typical improvements:

- 50% reduction in lead times
- 10-20% productivity improvement
- 90% work-in-progress inventories reduction
- 25% reduction of space utilization
- 50% improved quality

Skill Attainment:

Kaizen Rapid Improvement Workshops students will be taught the following:

- Classroom training on the 10 Step Kaizen Process
- Develop/Review Kaizen Mandate or Problem Statement
- Analyze and document the current situation
- Determination of Target Measurements
- Brainstorm improvement ideas
- Implementation of solution(s)
- Test solution and record results
- Standardizing and sustaining plans will be developed to ensure long lasting results.

These skills are transferable within the company, industry and are highly desirable by any manufacturer.



Continuous Improvement Through Kaizen

Continuous improvement is best accomplished through the application of Kaizen, a Japanese process that follows the Deming Wheel — Plan-Do-Check-Act. Kaizen is a process where problems are quickly identified, analyzed and solved and the root causes are eliminated. This “just-do-it” philosophy utilizes “flow” and “pull” signals to link all parts of the system to the customer’s demand while optimizing the manufacturing process through continuous improvement.

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Duration of the Event

Generally, we recommend 3 days for a Kaizen event. Each day will typically have training component followed by application.

Min/Max Attendees

We recommend a cross-functional team of 6-9 employees who are working in or supporting the chosen area, including operators and management.

Deliverables

- Your company will immediately realize the impact of the improvements incorporated into your processes. Typical benefits include:
 - 90% reduction in lead times
 - 10-50% productivity improvement
 - 90% work-in-progress inventories reduction
 - 75% reduction of space utilization
 - 50% improved quality
- Classroom training on the 10 Step Kaizen Process
- Develop/Review Kaizen Mandate or Problem Statement
- Analyze and document the current situation
- Determine Target Measurements
- Brainstorm improvement ideas
- Implement solution(s)
- Test solution and record results
- Standardizing and sustaining plans will be developed to ensure long lasting results.
- Team presentation to management using Kaizen Storyboard and other forms and templates
- At the end of this session your organization will have both the formal training and hands-on experience to tackle future Kaizen activities.
- All workshop training materials (presentation handouts, forms etc) will be provided by MEP.



Logistics

- Classroom to accommodate training and Kaizen activities for the team (5 – 8 people)
- Presentation equipment - screen, flip charts, flip chart stand, markers, whiteboard and markers
- Kaizen supplies: digital camera, colored masking tape, yellow plastic boundary tape, label maker, labels, cleaning solution, rags, gloves, signage, laminator, chalk line, layout drawing of the area.
- InFocus projector with audio/video cables
- In-house lunch arrangements are recommended to save time

Prep Work

- Identify and notify team 2 weeks prior to event
- All employees working directly in or supporting the chosen area should be advised of the event ahead of time and given a clear explanation of the expectation of results and benefits of the Kaizen.
- Support personnel such as Maintenance, Finance, Sales, Human Resources should be advised that they will be expected to provide information / assistance during the 3 days.
- At the end of the last day a management review meeting should be scheduled to allow the team to present their results to the management team.
- Project Manager should meet with client to discuss all of the above prior to the event.