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## Course: Kaizen Awareness

### INTRODUCTION

Kaizen, or continuous improvement, is an unending spiral of activity, building small improvements one on another for a big effect. It is primarily a process rather than a result, but it is driven by basic ideals. These ideals are inherent in the very definition of the problem to be solved.

The Kaizen motto is: "today better than yesterday, tomorrow better than today..." and adopting the true Kaizen approach together with an effective TQC is clearly a wise policy, one that will ensure the continued survival and prosperity of the business enterprise.

### COURSE OBJECTIVES

This Course is designed to enable participants to understand the Kaizen (continuous improvements) concept and techniques. The course is also designed to help you, as a key manager/staff, understand how to approach quality as a company-wide effort. You will learn how to make a commitment plan, and begin to implement systems for managing quality.

The specific objectives of this Course are to:

- Understand the concepts and Techniques of Kaizen and gain confidence in making company-wide Kaizen decision.
- Identify necessary elements for a successful Kaizen approach. Know how they fit together to successfully accomplish Kaizen.
- Provide an overview of Kaizen concepts as a catalyst in designing and implementing Kaizen in the most effective, economic and timely manner with all relevant considerations and constraint taken into account.

### Course Duration

1 Day

### COURSE CONTENTS

- Introduction and overview of Kaizen
- Key Features of Kaizen
- Benefit of Implementing Kaizen
- The Kaizen Concept – MINDSET of Continuous Improvement
- Kaizen is Cultural Change

- The Kaizen Umbrella
- Kaizen tools and techniques
- How to set and implement a Kaizen program
- Management role & responsibility
- Kaizen is effective and efficient Team Work
- Management commitment for Kaizen

### WHO SHOULD ATTEND

Managers, Supervisors and anyone who is directly or indirectly responsible for the continuous improvement in their organization.

### DELIVERY METHODOLOGY AND MEANS

This course utilises a combination of lecture, group discussion and activities. Participants will work in groups using the concepts and techniques to resolve an issue from their own work scenario or a suggested workshop assignment.

Training notes, case studies, exercises, samples and presentation slides are utilized during the lessons. English is the basic medium of instruction.

### ABOUT THE COMPANY (In-House Training and Guided Application Consultancy)

Alpha Consulting and Training Pte Ltd specialize in management systems consulting, coaching and trainings services. These would include quality, environmental, health & safety management systems and engineering faculties.

We also provide services and products that support these subjects, e.g., document control, statistical, process improvement and problem solving software and Information Technology/Systems.