

Kaizen* events create more immediate benefits and solve problems while at the same times engaging and empowering all organization members in actively improving their workplace and work processes. This Kaizen event leader course focuses on developing the knowledge, skills, and abilities required to effectively and efficiently lead teams through the Kaizen process and an improvement event (typically in 5 days). The course's components build upon each other with a co-lead (participant and coach) Kaizen event as the finale. The Kaizen event completes the tell/show/do learning approach and ensures the participant has applied and work with teams to achieve improvement results.

"We reduced our total employee labor time from 575 to 175 hours / grant; 16,000 hours per year"

Course Deliverables:

- Kaizen events provide payback **typically within 1 month - 1 year**. With the co-lead approach, the participant is often prepared to continue using the Kaizen event skills and knowledge to facilitate more teams and create continued benefits. Kaizen events also produce **team pride and ownership, as well as more energy and enthusiasm for more improvement**.
- **Training** in the Kaizen process and essential improvement techniques
- Kaizen methods & techniques **practice**
- Opportunity to **co-lead a team** through an actual Kaizen improvement event to gain immediate results
- **One-on-one application coaching time**
- **Membership** into a continual improvement community of practitioners
- **52 hours of continued education**



"We reduced our total employee labor time from 415 to 225 minutes / Requisition"

Course Goal:

To develop knowledge and skills to **effectively and efficiently facilitate the improvement cycle** within a Kaizen event including the confirming and preparing the scope and team; performing the Kaizen event; and institutionalizing the improvements. Participants will

learn and apply ~ 40 improvement, change, and project management job aids and methods learned and practiced during all the training courses. The course follows the Tell/Show/Do/Recycle learning approach (tell you about the skill, show you examples, apply the skill together, and provides feedback) so that:

- Participants can be successful in applying improvement to problems

- Participants can be successful in leading teams through the improvement cycle and steps of a Kaizen event
- Results are improved at a rate greater than in the past
- Participants and other team members are involved and eager to create more improvement

"It is nice to see how proud people are and how they own these improvements and new process."

Knowledge and Skills Gained:

- Understand how to prepare and perform a Kaizen event – day by day (including what to expect, what skills are needed, what improvement techniques to employ)
- Essential improvement techniques used throughout and following the Kaizen event
- Provide a process and methods to install the solutions, measure performance, and continually improve
- Provide approach and templates to effectively managing the change.

Time frame:

- 52 hours classroom training
 - Introduction to Improvement: "Seeing the Possible" – 8 hours
 - Foundational Continual Improvement – 8 hours
 - Process Mapping – 8 hours
 - Problem Solving and Solution Identification – 8 hours
 - Kaizen – 20 hours
- 5 days of on-site event co-lead with coach
- Up to 8 hours of additional one-on-one coaching



Agenda: (Includes practice applying to your Kaizen event within the training modules)

1. Introduction to Improvement- "Seeing the Possible"
2. Kaizen Event Process Overview; Foundational Improvement; Confirming the Kaizen; Team member development
3. Process Mapping – Value Stream, Sub-Process, and Value-Waste Analysis
4. Problem Solving (Cause & Effect Analysis)
5. Managing Change; Preparing and Performing for the Kaizen Event
6. Performing the Kaizen Event
7. Installing the improvements; Managing change; and team facilitation
5 Days on-site with the team
On-site Kaizen event, with coach as co-lead (real, immediate Application)

Who Should Participate:

- Improvement Champions (those specially selected to lead the effort to embed improvement in the organization)
- Individuals seeking to grow and expand in their role

Recommended Prerequisites:

- A desire to learn, apply, and achieve benefits with teams
- Basic understanding of improvement
- Leadership commitment time and resources (Kaizen Leader's time to learn and conduct events; team resources)
- Bring an improvement opportunity (problem) to training

Recommended Next Steps:

- Confirm and prepare for another Kaizen event
- Learn more about improvement (reading, learn additional improvement methods, e.g., 5S, conferences)
- Contact Us:

Continual Impact LLC
1-877-252-5804
www.continualimpact.com

“Usually we just plan; the best part of this - we did it too, we made the changes.”



Kaizen simply means “change for the better”.

Kaizen is a way of life, a management principle, and a method. The Kaizen event method is a team-based approach to problem solving that flows through all phases of the improvement cycle effectively and rapidly. Before the event, a Kaizen-appropriate problem is identified along with goals in areas such as customer satisfaction, cycle time and labor reduction, and error elimination. The team is then mobilized and a Kaizen event begins. A typical event uses a systematic process to identify waste in the targeted work process, to enable the team to understand and analyze the root causes, to identify and test solutions, to learn, to install improvements, and to create a system for ongoing improvement. As the event progresses, numerous continual improvement and change management methods and techniques are applied. All this work is accomplished in a brief period of time, typically 5 days, with full benefits achieved within 1-3 months.