

Mastering GEMBA KAIZEN & (5S) Training Course

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Course Overview:

The course is designed to provide professionals with advanced techniques in Gemba Kaizen, emphasizing boosting productivity through practical applications of Kaizen principles. This course will delve into advanced Gemba Kaizen techniques, exploring the integration of PDCA/SDCA cycles, quality control, and just-in-time production. Participants will gain insights into Total Productive Maintenance Kaizen, policy deployment, and the Kaizen suggestion system. The course will highlight the importance of small-group activities, Gemba Kaizen standardization, and 5S good housekeeping practices. By focusing on muda elimination techniques and the golden rules of Gemba management, this training aims to enhance quality, cost, and delivery performance. The course also covers operational standards, international quality standards, and the role of visual management in Kaizen. Through practical case studies and workshops, participants will learn how to implement Kaizen strategies effectively, transforming corporate culture and achieving cost reduction.

Target Audience:

- Managers and supervisors
- Quality control professionals
- Operations managers
- Maintenance professionals
- Policy deployment and suggestion system coordinators

Targeted Organizational Departments:

- Quality Control Departments
- Operations and Production Departments
- Maintenance and Engineering Departments
- Management and Supervisory Teams
- Policy Deployment and Suggestion System Teams

Targeted Industries:

- Manufacturing and Production
- Automotive
- Healthcare
- Logistics and Supply Chain
- Public Sector Organizations

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Course Offerings:

By the end of this course, participants will be able to:

- Implement advanced Gemba Kaizen techniques to boost productivity.
- Apply Kaizen principles for management improvement.
- Utilize PDCA/SDCA cycles for continuous improvement.
- Integrate quality control and just-in-time production Kaizen.
- Adopt Total Productive Maintenance Kaizen strategies.
- Deploy Kaizen policy and suggestion systems effectively.
- Engage in small-group Kaizen activities for enhanced results.
- Standardize processes using Gemba Kaizen and 5S good housekeeping practices.
- Eliminate muda through advanced techniques and apply the golden rules of Gemba management.
- Enhance quality, cost, and delivery through Kaizen methodologies.
- Understand and implement operational and international quality standards.

Training Methodology:

This training course utilizes a blend of interactive methodologies to engage participants actively. These include case studies, group work, and interactive sessions to apply Gemba Kaizen techniques in real-world scenarios. Participants will engage in hands-on activities to practice PDCA/SDCA cycles, quality control, and just-in-time production Kaizen.

Course Toolbox:

- Comprehensive workbooks covering all Gemba Kaizen techniques
- Reading materials on quality control and just-in-time production Kaizen
- Online resources and templates for policy deployment and suggestion systems
- Checklists and templates for 5S good housekeeping and visual management
- Case studies and examples from Toyota Astra Motor Company and Aisin Seiki

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Course Agenda:

Day 1: Introduction to Kaizen and Major Concepts

- **Topic 1:** An Introduction to Kaizen
- **Topic 2:** Major Kaizen Concepts
- **Topic 3:** Kaizen and Management
- **Topic 4:** Process versus Result
- **Topic 5:** Following the PDCA/SDCA Cycles
- **Topic 6:** Putting Quality First
- **Reflection & Review:** Summarize key takeaways, engage in a Q&A session to clarify doubts, and discuss how the concepts of Kaizen can be applied in participants' workplaces.

Day 2: Gemba Kaizen Techniques and Management

- **Topic 1:** Gemba and Management
- **Topic 2:** The House of Gemba
- **Topic 3:** Standardization
- **Topic 4:** The Five S 5S of Good Housekeeping
- **Topic 5:** Muda Elimination Techniques
- **Topic 6:** The Golden Rules of Gemba Management
- **Reflection & Review:** Review the day's learning, conduct a brief group discussion on the practical challenges of implementing these techniques, and share success stories or case studies.

Day 3: Quality, Cost, and Delivery at the Gemba

- **Topic 1:** Quality: More Than Just a Result
- **Topic 2:** Quality Management at the Gemba
- **Topic 3:** Cost Reduction at the Gemba
- **Topic 4:** Improve Quality
- **Topic 5:** Improving Productivity to Lower Costs
- **Topic 6:** Reduce Inventory
- **Reflection & Review:** Reflect on the strategies discussed, encourage participants to share their experiences with quality improvement and cost reduction, and identify areas for further improvement.

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Day 4: Operational Standards and Visual Management

- **Topic 1:** Maintain and Improve Standards
- **Topic 2:** Key Features of Standards
- **Topic 3:** Kaizen and International Quality Standards
- **Topic 4:** Visual Management in Kaizen
- **Topic 5:** Visual Management in the Five Ms 5M
- **Topic 6:** Visual Management with 5S
- **Reflection & Review:** Summarize the importance of standards and visual management, discuss best practices, and encourage participants to develop an action plan for implementing these practices in their organizations.

Day 5: Implementing Kaizen and Case Studies

- **Topic 1:** The Supervisors' Roles in the Gemba
- **Topic 2:** Training Within Industries Kaizen
- **Topic 3:** Kaizen at Toyota Astra Motor Company
- **Topic 4:** Just-In-Time Production at Aisin Seiki
- **Topic 5:** CEO's Role in Kaizen Implementation
- **Topic 6:** Kaizen Workshops and Case Studies
- **Reflection & Review:** Conduct a final review of the entire course, engage in a comprehensive Q&A session, facilitate group presentations on how they plan to apply Gemba Kaizen in their organizations, and provide feedback and guidance.

How This Course is Different from Other Kaizen Training Courses:

This Course stands out due to its comprehensive approach to advanced Gemba Kaizen techniques and its focus on practical application. Unlike other courses, this program integrates PDCA/SDCA cycles, quality control, and just-in-time production Kaizen, ensuring participants gain hands-on experience. The inclusion of Total Productive Maintenance Kaizen and policy deployment sets this course apart, providing a holistic view of Kaizen implementation. The use of real-world case studies, such as those from Toyota Astra Motor Company and Aisin Seiki, enriches the learning experience, making it practical and relevant. Additionally, the course emphasizes small-group activities, visual management, and 5S good housekeeping practices, ensuring participants can immediately apply what they learn to boost productivity and enhance their organizational processes.

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- Digital Government & Public Service Training Courses
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