

KAIZEN EVENT MANAGEMENT & EXECUTION

3-day workshop

1. Introduction

Kaizen is a Japanese term meaning “good change” or “change for the better”. A kaizen event takes place in one area, or on one process, over a period of typically 3- 5 days. It brings about a significant improvement in the performance of the area or process. A kaizen facilitator either leads, or supports the kaizen leader, in implementing significant process improvement in a short interval of time. The kaizen workshops introduce the facilitators to the basic tools required to run a 3 – 5-day kaizen event.

2. Learning Objective and Deliverables

At the end of this workshop participants will be enabled to

- identify opportunities for lean continuous improvement within their workplace;
- use tools appropriate to effect the improvement, in particular
 - A3 problem definition & reporting
 - SIPOC charting & Process mapping
 - 5whys and cause & effects analysis
 - error proofing (Poka Yoke)
- lead a cross functional team of personnel through a kaizen event.

The workshop is built around an actual kaizen event, and modules are selected on the basis of what approach best suits the selected process problem. Workshop duration is also modified to accommodate the selected process problem. Sample problems include: process yield, paperwork accuracy, product flow/ workplace layout, accident reduction, product texture/ consistency/ dimensions/ colour variation. If appropriate, and depending on the nature of the process problem, the workshops will be broken down into two modules of 1 day and 2 days each.

3. Sample Workshop Agenda

Time	Day 1	Day 2	Day 3
08:30am	Introductions Lean principles Toast video & 7 Wastes 1. Clarify the problem Definition & kaizen preparation Eight step problem solving	Data collection 4. Analyse the root cause Five Whys Cause & effects analysis 5. Develop countermeasures	Error proofing exercise Updating SOPs and work instructions 7. Monitor results & process
12:30pm	Lunch	Lunch	Lunch
13:15pm	Teamwork Waste walk 2. Breakdown the problem Process mapping 3. Set the target A3 review & close	6. Pick countermeasures & implement Kaizen detailed timetable Kaizen implementation A3 Review & close	8. Plan to Standardise & share success Presentation to senior management Next kaizen schedule A3 Review & close

4. Who should attend?

This workshop is for internal kaizen facilitators i.e. personnel chosen based on their positive attitude, people skills and willingness to share learning within the organisation. The workshops is also designed to suit the kaizen team, i.e. improvement team members from the area where the process problem has been identified.

5. Contact

Bernie Rushe, Managing Director, Lean Ireland Ltd.,

Galway Technology Centre, Mervue Business Park H91 D932, Wellpark Road, Galway

Tel: +353 91 870708, email: Bernie@[LeanIreland.ie](mailto:Bernie@LeanIreland.ie), web: www.LeanIreland.ie