



KVALIKON

VEZETÉSI TANÁCSADÓ ÉS
RENDSZERFEJLESZTŐ KFT.



1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

KAIZEN MANAGER TRAINING

6 DAYS TRAINING

GOAL OF THE TRAINING:

The participants will be able to conduct continuous improvement projects at their companies, organize KAIZEN movements, support KAIZEN activities, and they will be equipped with the necessary knowledge and skills, which is necessary for achieving improvements in such crucial initiatives of the companies as quality, cost reduction, waste elimination and lead time reduction.

Recommended for:

Kaizen managers, Lean managers, Financial directors, Quality managers, Technical managers, Process managers, Production managers, Foremen, Process engineers

1. day

LEAN MANAGEMENT PHILOSOPHY

- Lean Management and TPS history
- Lean versus traditional management system, Lean Office
- Value-added approach
- Lean principles (5 principles)

LEAN MANAGEMENT CONSTRUCTION ELEMENTS

- Pull system, JIT
- JIDOKA, 0 defect concept
- KAIZEN
- Involving employees
- Stable Operation

KAIZEN PHILOSOPHY AND APPROACH

- Connection of KAIZEN and Lean
- Features of KAIZEN
- 4 principles of KAIZEN

- Examples of KAIZEN implementation

Simulation game - Lean production versus traditional production

2. day

GEMBA KAIZEN

- 5 GEN, Gemba Kaizen approach

PDCA – SDCA cycle

- Maintenance and continuous improvement
- Based on facts leadership
- Measurement, data collection
- Determine targets and requirements

STANDARDS

- Function of standards
- Steps of standardization
- Elements of standardized work

5S METHOD

- 5S steps, introduction

VISUAL MANAGEMENT



KVALIKON

VEZETÉSI TANÁCSADÓ ÉS
RENDSZERFEJLESZTŐ KFT.



1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

KAIZEN MANAGER TRAINING

6 DAYS TRAINING

- Information structures, control
- Examples of visual management

Involving employees

- Employee in the focus principle

Catapult game – PDCA

3. day

KAIZEN – Problem solving

- Problem solving in 7 steps, Kaizen steps

PROBLEM EXPLORATION'S TOOLS

- Defining problem (Tregoe)
- Identify KAIZEN possibilities
 - o PQCDMSM check list
 - o 4M method
 - o 5W 1H method
 - o 3 MU method
- 5 WHY method

Task: KAIZEN practice

FURTHER ANALYSIS TOOLS:

- Flow charts, Value Stream Mapping
- Performance measurement, Benchmarking
- 5W 1H method
- Spaghetti chart, cycle time chart
- Standard work combination sheet

7 MUDA - loss reduction

4. day

PROBLEM SOLVING

- Tools of problem solving
- 7 QC tools
- Before KAIZEN, after KAIZEN
- KAIZEN diary, action plan

PROBLEM SOLVING IN TEAM

- Brain storming, Affinity diagram
- Check list in 7 steps

LOSS REDUCTION

- Cycle time balancing
- TPM, SMED
- Material flow optimization

0 DEFECT CONCEPT

- FMEA, 'good at first' quality
- JIDOKA, POKA-YOKE

KAIZEN STORY BOARD

- Presentation of the KAIZEN results

5. day

KAIZEN system

- Kaizen actions, Kaizen sheets
- Kaizen organization, Kaizen levels
- Role and duties of the KAIZEN manager
- Involving people into KAIZEN activity, motivation

SUGGESTION SYSTEM

- Evaluating KAIZEN ideas



KVALIKON

VEZETÉSI TANÁCSADÓ ÉS
RENDSZERFEJLESZTŐ KFT.



1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

KAIZEN MANAGER TRAINING

6 DAYS TRAINING

- Quality circles (QCC)
- Cost-benefit analysis

KAIZEN WORKSHOPS LEADERSHIP

- Effective teamwork, meetings

KAIZEN IN PRODUCT DEVELOPMENT

- QFD, quality planning

KAIZEN IN THE OFFICE

- Lean Office, loss reducing in administrative area
- Office 5S, process improvement

Pilot project – KAIZEN activity implemented at the participant's workplace

6. day

The introduction of KAIZEN, strenghtening in the company

LEAN IMPLEMENTATION STEPS

- Change and project management of Lean implementation
- Basic conditions of Lean management and Kaizen implementation
- Critical success factors of the implementation

LEAN IMPLEMENTATION PROGRAM

- Compilation of Kaizen action program

EXAM

- Presentation of the individual KAIZEN action, and
- Written exam