

1. Background

Kaizen “Continuous improvement” concept originates from Toyota implemented quality control leading to the development of Toyota’s unique “Toyota Production System” (TPS) in 1990s. Japanese way of bottom up improvement activities have been adopted and practiced in the world since 1980s as “Kaizen”. Kaizen is a hallmark of TPS. Kaizen brings incremental positive changes to quality of service, product, technology, processes, company culture, productivity, safety and leadership. The aim of the training is to equip trainees with full understanding of Kaizen practices complemented with Genba (site where activities are taking place) visits through the Kaizen Practitioner Course to implement Kaizen system in the business.

2. Objectives

The overall objectives of the Kaizen Training are:-

- > To give an overall understanding of the philosophy of Kaizen
- > To teach Participants how to successfully apply Kaizen methodology, tools and and drive business performance
- > To teach Participants how to align people and processes to achieve company goals and objectives
- > Develop participants to be able to not only understand the concept but also apply it effectively at their own workplace and in the other organizations
- > To improve productivity, reduce waste, eliminate unnecessary hard work and improve the workplace

3. Training - Target, Outline, Levels & Evaluation

Target

- > Those in the organization that are interested in an understanding of Kaizen and organizational leaders interested in implementing Kaizen in their organization and Kaizen Consultants

Outline

- > Kaizen Introduction which provides participants with an awareness of the philosophy and the Kaizen approach and tools
- > 5S (sort, set in order, shine, standardize and sustain), Supports with how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. The decision-making process usually comes from a dialogue about standardization, which builds understanding among employees
- > SOPs (Standard Operating Procedures) aim to achieve efficiency, quality output and uniformity of performance, while reducing
- > TPM (Total Productive Maintenance) emphasizes proactive and preventative maintenance to maximize the operational efficiency of equipment in a safe working environment
- > Toyota Production System (TPS) is an integrated socio-technical system, developed by Toyota, that comprises its management philosophy and practices.
- > 7 Wastes - The seven wastes are categories of unproductive manufacturing practices identified by Taiichi Ohno, the father of the Toyota Production System (TPS). The categories are an integral part of the TPS.
- > Total Quality Management (TQM) describes a management approach to long-term success through customer satisfaction. In a TQM effort, all members of an organization participate in improving processes, products, services, and the culture in which they work.
- > PDCA (Plan-Do-Check-Act) sometimes seen as plan-do-check-act is a repetitive four-stage model for continuous improvement in business process management.

Levels

Level 1 : Kaizen Practitioners - Classroom Lecture *Certificate of Kaizen Practitioner

Level 2 : Kaizen Consultants - Project at Workplace using Kaizen tools *Certificate of Kaizen Consultant

Evaluation

Evaluation is done for Kaizen Consultants Training for 6 months

4. Expenses

- > Total Cost of 3 Day Training - Kshs.29,500/-
- > Cost of 6 month Project Evaluation Kshs.130,000/-