



54 Serangoon North Ave 4
Singapore 555854
Tel: (065) 6484 3386 Fax: (065) 6484 4903 Website: www.alphact.com.sg

Course: Kaizen Management

INTRODUCTION

Kaizen, or continuous improvement, is an unending spiral of activity, building small improvements one on another for a big effect. It is primarily a process rather than a result, but it is driven by basic ideals. These ideals are inherent in the very definition of the problem to be solved.

The Kaizen motto is: "today better than yesterday, tomorrow better than today..." and adopting the true Kaizen approach together with an effective TQC is clearly a wise policy, one that will ensure the continued survival and prosperity of the business enterprise.

COURSE OBJECTIVES

The objective of this course is to provide the participants with the complete understandings the concepts and techniques of Kaizen. Through lectures, exercises and practical workshops the course explores the most frequently used techniques and tools within the Kaizen environment.

This course is well positioned to support the TQC, TPM and Lean Manufacturing philosophy.

Upon completion of this course the participants will be prepared to:

- fully understand the totality of Kaizen concepts, policy, goal and objectives
- able to develop a master plan of how to put the many diverse Kaizen activities together
- implement the many step-by-step measures in various Kaizen activities

Course Duration

2 Days

COURSE CONTENTS

- Introduction and overview of Kaizen
- Key Features of Kaizen
- Benefit of Implementing Kaizen
- The Kaizen Concept – MINDSET of Continuous Improvement
- Kaizen & Total Quality Control (TQC)
- Kaizen & Total Productive Maintenance (TPM)
- Kaizen & Just-In-Time (JIT)
- The Kaizen Umbrella

- Kaizen tools and techniques
- The Kaizen Techniques – Policy Deployment (X-type Matrix)
- The Kaizen Techniques – Systematic Problem Solving
- Kaizen Implementation Plan
- Review and Maintenance of Kaizen habit
- Management role & responsibility
- Difficulties in Implementing Kaizen
- Management commitment for Kaizen

WHO SHOULD ATTEND

This program is most beneficial for top and middle management or any one who is directly/indirectly responsible for the development, control and improvement of products and/or processes in their company.

DELIVERY METHODOLOGY AND MEANS

This course utilises a combination of lecture, group discussion and activities. Participants will work in groups using the concepts and techniques to resolve an issue from their own work scenario or a suggested workshop assignment.

Training notes, case studies, exercises, samples and presentation slides are utilized during the lessons. English is the basic medium of instruction.

ABOUT THE COMPANY (In-House Training and Guided Application Consultancy)

Alpha Consulting and Training Pte Ltd specialize in management systems consulting, coaching and trainings services. These would include quality, environmental, health & safety management systems and engineering faculties.

We also provide services and products that support these subjects, e.g., document control, statistical, process improvement and problem solving software and Information Technology/Systems.