

Kaizen Leader Training

Length: 7 Days - 2 onsite visits; 1st visit is 4 days of classroom instructor and simulations; 2nd visit is 3 days where the students will lead or be team members on one of two Kaizen events being run simultaneously. There will be mentoring throughout their Kaizen event.

Summary: Kaizen Leader training is for Continuous Improvement minded individuals who will focus on improving processes by applying Lean tools. The skillset will be aimed at achieving quick improvements via 2-4-day Kaizen activities in their local area. The Kaizen Leader class will use minimal statistical analysis. The Kaizen leaders will be capable of leading their own kaizen events at the completion of this two-step training program.

Kaizen leader training consists of two steps:

1. A 4-day instructor led class that is taught in one week.
2. Mentored Kaizen Events approximately four weeks after the classroom training session. The students will have roles as the Kaizen Leader or as a Kaizen team participant. The instructor will mentor two events simultaneously on the same visit. All Kaizen leader trainees must participate and attend step 1 and step 2 of the training.

To be a certified Kaizen Leader, each Kaizen leader must attend all the classroom sessions and lead two Kaizen events.

To provide strong mentoring & coaching and the opportunity to practice the Kaizen skills the process will be conducted in the following manner:

All students must come to class with an approved charter. From the class charters, two charters will be selected to be the Kaizen events that will be "mentored" events on a return visit. The leaders of the events will be the trainees who brought the selected charters to the class. The rest of the KL trainees will be assigned to one of the two mentored events and will be assigned tasks to lead during the event.

All Kaizen Leader students will be provided handouts and PDFs of the training materials in addition to tools and templates. The Kaizen leaders can use these materials to train their Kaizen teams on specific skills as required in future events.

The instructor will work virtually (web meetings, phone calls, emails) with the Kaizen Leaders of these two events during the event preparation & planning phase.

COURSE CONTENT

The class will provide many basic lean tools including:

- Lean Six Sigma overview (with simulations)
- Project Charters
- Value of Speed
- Lean simulation (3 rounds during the 4 days)
- Value Stream Mapping Current State (map the simulation exercise)
- Value Stream Mapping Future State
- Failure Mode and Affects Analysis (FMEA)
- Process Flow and line balancing (with simulation)
- Replenishment Pull
- Kaizen Methodology (how to plan, prepare and run a Kaizen event)
- Lean improvement tools (5S and Visual Management with Gemba walk exercise)
- Set-up reduction / Change over
- Training and facilitation skills
- Waste / Visual management walk
- Opportunity identification
- Countermeasure implementation (a 2 hr. Kaizen)
- Report preparation and report out
- Close out