

COURSE TITLE : KAIZEN FOR MANUFACTURING EXCELLENCE (Cost Reduction and Profitability in Production)
COURSE DURATION : 2-days /14 hour (s)
HRD CORP SCHEME : Claimable

Kaizen Training Objectives

Upon completion of this 2-day training, participants will be able to:

1. **Understand the Kaizen philosophy** and its role in building a culture of continuous improvement.
2. **Recognize and eliminate the 8 wastes (Muda)** to improve productivity, quality, cost, delivery, safety, and morale (PQCDSM).
3. **Apply Kaizen tools and techniques** such as PDCA, 5S, 5 Why Analysis, Fishbone Diagram, Gemba Walk, Visual Management, and Standard Work to solve workplace problems.
4. **Identify root causes of operational issues** and implement practical, sustainable improvement solutions.
5. **Improve manufacturing processes** by reducing waste, defects, waiting time, unnecessary motion, and process variation.
6. **Develop teamwork and employee involvement** by encouraging participation in continuous improvement activities and Kaizen events.
7. **Implement and sustain Kaizen initiatives** through standardization, KPI monitoring, and continuous follow-up.
8. **Create a practical Kaizen action plan** that can be implemented immediately to enhance operational performance and customer satisfaction.



Kaizen Training Module & Sub-Module (2 Days)

Duration: 2 Days (9:00 AM – 5:00 PM)

Module 1: Introduction to Kaizen

Sub-Modules

- What is Kaizen?
 - History of Kaizen
 - Kaizen Philosophy & Principles
 - Benefits of Continuous Improvement
 - Kaizen Success Stories
 - The Role of Every Employee in Kaizen
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Module 2: Lean Thinking & Waste Elimination

Sub-Modules

- Value-Added vs Non-Value-Added Activities
 - The 8 Wastes (Muda)
 - Mura (Unevenness)
 - Muri (Overburden)
 - Identifying Waste in Manufacturing
 - Lean Thinking Fundamentals
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Module 3: Kaizen Improvement Tools

Sub-Modules

- PDCA Cycle
- 5S Workplace Organization
- Standard Work
- Visual Management
- Poka-Yoke (Mistake Proofing)
- Gemba Walk
- Check Sheet
- Process Mapping



Module 4: Root Cause Analysis

Sub-Modules

- Problem Identification
 - 5 Why Analysis
 - Fishbone (Cause & Effect) Diagram
 - Pareto Analysis
 - Data Collection Techniques
 - Corrective vs Preventive Actions
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Module 5: Kaizen Event & Team Problem Solving

Sub-Modules

- Kaizen Blitz
 - Team Roles & Responsibilities
 - Brainstorming Techniques
 - Prioritizing Improvement Opportunities
 - Action Planning
 - Presentation of Improvement Ideas
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Module 6: Productivity & Process Improvement

Sub-Modules

- Cycle Time Reduction
 - Motion Study
 - Line Balancing
 - Work Simplification
 - Setup Time Reduction (SMED Overview)
 - Productivity Measurement
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Module 7: Sustaining Kaizen Culture

Sub-Modules

- Daily Kaizen Activities
 - Employee Suggestion System
 - Standardization After Improvement
 - KPI Monitoring
 - Leadership in Continuous Improvement
 - Continuous Improvement Roadmap
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Module 8: Kaizen Implementation Workshop

Sub-Modules

- Manufacturing Case Study
 - Waste Identification Exercise
 - Root Cause Analysis Workshop
 - Develop a Kaizen Improvement Plan
 - Team Presentation
 - Action Plan for Workplace Implementation
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Practical Activities Throughout the Training

- Ice Breaking: “Find the Waste”
- Gemba Walk Simulation
- 8 Wastes Identification Exercise
- 5S Workplace Assessment
- Process Mapping Workshop
- 5 Why & Fishbone Workshop
- Kaizen Blitz Team Project
- Team Presentation & Feedback
- Personal 30-Day Kaizen Action Plan

This module structure is suitable for **automotive, electronics, turbine manufacturing, oil & gas, food manufacturing, aerospace, and other industrial organizations**, with a strong focus on practical application and immediate workplace implementation.

DAY 1 – KAIZEN FUNDAMENTALS & PROBLEM IDENTIFICATION

Time	Module	Activity
9:00 – 9:30	Registration & Ice Breaking	Introduction, Expectations, Kaizen Quiz
9:30 – 10:30	Module 1: Introduction to Kaizen	History of Kaizen, Toyota Production System, Kaizen Philosophy
10:30 – 10:45	Morning Break	Coffee Break
10:45 – 12:00	Module 2: Kaizen Principles	PDCA Cycle, 5S, Standardization, Continuous Improvement Culture
12:00 – 1:00	Module 3: Waste (8 Muda)	Identify Waste in Manufacturing Processes
1:00 – 2:00	Lunch Break	
2:00 – 3:15	Module 4: Problem Identification Tools	Gemba Walk, Check Sheet, Pareto Chart, Process Mapping
3:15 – 3:30	Afternoon Break	
3:30 – 4:30	Workshop 1	Identify Waste from Real Production Case Study
4:30 – 5:00	Group Presentation	Team Discussion & Reflection

DAY 2 – KAIZEN IMPLEMENTATION & SUSTAINABILITY

Time	Module	Activity
9:00 – 9:15	Review Day 1	Learning Reflection
9:15 – 10:30	Module 5: Root Cause Analysis	5 Why Analysis, Fishbone Diagram
10:30 – 10:45	Morning Break	
10:45 – 12:00	Module 6: Kaizen Improvement Tools	Motion Study, Visual Management, Poka-Yoke, Standard Work
12:00 – 1:00	Module 7: Kaizen Event (Blitz)	Team Improvement Planning
1:00 – 2:00	Lunch Break	
2:00 – 3:15	Workshop 2	Kaizen Project Simulation (Manufacturing Case Study)
3:15 – 3:30	Afternoon Break	
3:30 – 4:15	Module 8: Sustaining Kaizen Culture	Daily Kaizen, Suggestion System, KPI Monitoring
4:15 – 4:45	Team Presentation	Present Improvement Project

4:45 – 5:00

Closing Session

Key Takeaways, Action Plan, Q&A, Certificate Presentation

Training Learning Outcomes

By the end of this training, participants will be able to:

- Explain Kaizen philosophy and continuous improvement principles.
- Identify the **8 wastes (Muda)** in manufacturing.
- Apply **PDCA** to solve operational problems.
- Conduct **5 Why** and **Fishbone Analysis**.
- Implement practical Kaizen improvements in the workplace.
- Reduce waste, improve productivity, quality, and safety.
- Develop a sustainable Kaizen culture within their teams.