

PRACTICAL KAIZEN : “CONTINUOUS PROCESS IMPROVEMENT “

“We Make Learning More Adventure”



INTRODUCTION

There is an old Japanese saying which says that “If you don’t see your Japanese friend for 3 days, please take a close look at him when you see him next, because he would have CHANGED!”

Continuous improvement to the Japanese is a way of life. Thus, Kaizen is a Japanese concept which has pushed Japanese organizations to perform exceptionally well in a short span of time. This 2 day program will address all pertinent issues relating to continuous improvement.

OBJECTIVE :

- To train staff on the importance of continuous improvement (Kaizen) and to be able to practice it at their own workplace whether in the factory or office environment.
- Participants attending this program can accept practical examples which would enable them to:-
 - ◇ Really understand the Kaizen concept
 - ◇ Challenging their own self
 - ◇ Think beyond the present
 - ◇ Prepare and implement a continual process improvement program

DATE:

Please Refer To Web

MEDIUM:

English & B. Malaysia

DURATION:

2 days (9am - 5pm)

VENUE:

METHODOLOGY :

- Interactive lecture presentation
- Case studies
- Individual exercises
- Group assignments and discussions
- Workshop style activities



COURSE CONTENT

Session 1 : Introduction of Terms & Definitions

- The Kaizen terminology
- Background and origin of Kaizen
- The benefits of Kaizen implementation

Session 2 :The Kaizen Concept

- Why continual improvement is necessary?
- The Japanese Miracle
- Kaizen – The Concept!
- Kaizen and the suggestion scheme
- Kaizen – The Practice!
- Kaizen philosophies and principles

Session 3 : Establishment of Kaizen Program

- Where does continual improvement start?
- Which functions are involved?
- The 3 classes of Kaizen implementation
- Defining roles and responsibilities
- The critical success factors
- Model for managing Kaizen

Session 4 : Kaizen & the Organizational Culture

- Detection to prevention – a culture change
- Resistance to change
- Overcoming resistance to change

Session 5 : Implementing the Kaizen Program

- Kaizen principles to remember
- Communication and Kaizen understanding
- Setting the Kaizen teams
- Kaizen teams in action
- Kaizen checklist to gauge your organization

Session 6 :Solving Live Problems Brought to the Seminar by Participants

- How to integrated Total Quality/Asset/Service/Flow Management?
- KAIZEN approaches to problem solving

Feedback, Post Test and Evaluation

End of Program



Who Should Attend?:

- Supervisors
- Production Staff,
- Officers
- Operations Staff
- etc.

Program Schedule :

Registration :	8.30am
Morning session :	9.00am - 10.30am
Morning Tea :	10.30am - 10.45am
Lunch :	1.00pm - 2.00pm
Afternoon session :	2.00pm - 3.30pm
Afternoon Tea :	3.30pm - 3.45pm
End :	5.00pm



COURSE LEADER



JOSEPH CLARENCE A/L EMMANUAL MICHAEL B.Eng

Joseph is a professional technical training consultant and specialises in Developing Effective Training Need Analysis for Technical & Non Technical Personnel, Critical Problem Solving & Trouble Shooting, Developing Improvement and Value Added Solutions, Development & Managing Technical People, Train The Technical Trainer, Train the trainer for OJT Purposes, TQM/TPM Practices, Product & Performance Measurement Assessment and Management Development Program (Stress, Time, Change & Operation Mgt).

He has attained a Bachelors in Engineering with honours from the Queens University of Belfast, United Kingdom and Masters in Engineering majoring in Failure Assessment & Analysis (Man, Machine, Measurements, Methods, Material & Safety) from the University of Malaya, Malaysia. To benchmark his knowledge, Joseph has obtained a competent certification in training under PSMB (Train the Trainer – Certificate No: TTT/0044), a Competency Based Training Needs Analysis from EMC and Safety, Health and Environment (SHE) Certification for SAE, Singapore.

Joseph has built and conducted approximately 50 programs and is passionate to train and build a professionally firm platform for technologists and executives. He has trained personnel from numerous companies including IRIS Technologies, Atos Securities, Ranhill Worley Parsons, Dunlop Malaysia, Sirim Bhd, Rubberflex Bhd, Mardec S/B, Mattel (KL) S/B, Fujitsu Component (M) S/B, Penang Port S/B, Intel Technology S/B, Perwaja Steel S/B, Petronas Gas Processing Plant S/B, Petronas Refineries S/B, Unisem (M) S/B, PKNM, Perusahaan Otomobil NSL S/B, Sony TV Industries S/B, RJ Renolds Tobacco Co. S/B and TNB Resources S/B. Joseph has various innovative courses specially designed in English and Bahasa Malaysia to meet industrial goals.

Joseph has had a long career in Training & Development since 1994 and has

- provided technical training for personnel from of approximately 25 multi-national and 800 local companies.

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Registration Form

PRACTICAL KAIZEN :

“CONTINUOUS PROCESS IMPROVEMENT “

Date : Refer to WEBSITE | Venue:

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

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DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Co. ID: _____ GST No: _____

**If you have a Certificate of GST Relief (CoGSTR), please attach along with this form.*

(Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____

Date: _____

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 7-days prior to the event Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

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8. All Payment should Be Made to :

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