

**Improve what  
you have**



## Introducing Kaizen Foundations Certification Online Training

### Description

The Kaizen Foundations Certification Program is an introductory program designed to familiarize those with limited or no exposure to KAIZEN™/Lean methodologies to practices that reduce waste, identify savings opportunities, and engage others in new and better ways of doing work. It exposes the student to a KAIZEN™/Lean Operating philosophy and provides them with the means to support it on a day-to-day basis. Students learn how the introductory Lean tools foster a waste-free, customer-centric work environment.

#### **Who should attend**

All individuals who wish to understand more about the foundational aspects of KAIZEN™/Lean

Understanding the fundamentals will allow students to be skilled in basic KAIZEN™/Lean theory, tools, and terminology, allowing them to be contributing participants in KAIZEN™/Lean initiatives within their organization. As the students apply this knowledge within their work environment, they will gain confidence in applying and supporting these new skills.

#### **Duration**

7 \* 3 hour modules delivered in a virtual setting

Topics covered in class are relevant to all levels of experience. Our instructors simplify complex topics and present them clearly and consistently. Students will learn through a combination of instruction, videos, hands-on exercises, discussions, theory, and practical examples.

### After successful completion, participants will be able to...

- Understand and be confident in the fundamentals of KAIZEN™/Lean theory
- Identify process improvement opportunities for escalation and resolution
- Participate in Lean initiatives within the workplace
- Actively contribute to their organization's success, resulting in lower costs, higher quality, and shorter lead-times
- Acquire the knowledge to participate in the Intermediate Program in KAIZEN™/Lean

### Goals

By participating in the Kaizen Institute's Foundations Certification program, students will recognize that KAIZEN™/Lean is an operating strategy that can be successfully applied to any business function. Students will become familiar with the basics of KAIZEN™/Lean and be more confident participating on Continuous Improvement teams.

Graduates of this program will be able to support their organization's continuous improvement operations after being exposed to a broad range of subjects, which demonstrate how Lean can be applied to their organization. This will help to create a strong competitive advantage. Course readings and videos, followed by class discussions, allow students to gain insight into various work environments.

The Foundations graduate will be prepared to actively contribute during Lean events. However, they may still require guidance from a more experienced practitioner. The Kaizen Foundations program provides an understanding of the basics of KAIZEN™/Lean concepts and is necessary to grasp the more advanced subjects covered in the Intermediate program.

### Pre-Requisites

- A willingness to be open to new ideas
- A belief that everything can and must be improved
- A belief that all work is a process and all businesses have problems

### Certification

The Kaizen Foundations certification training will be delivered in an Online setting and will culminate with an exam designed to demonstrate knowledge skills acquired by students.

To sign up for the program, check out our Training at <https://kaizen.com/us>  
Or call us at 1-888-464-3622 or email us at <https://kaizen.com/us>

**Our Kaizen Journey**  
Our instructional methods will teach theory, and then take a practical approach to its application.

We encourage students to use the opportunities and learnings presented in the program to discuss issues they may have in their own operations.

## Course Syllabus

### Module 1 (3 hours instructor-led)

**Introduction to MS Teams:** Participants will become familiar with Microsoft Teams and its application to the program.

**Introduction to Miro:** Participants will become familiar with the Miro Whiteboard application.

**Kaizen Institute Introduction & Context:** The history and present-day capability of the Kaizen Institute are introduced. The word “Kaizen” is defined, with some preliminary philosophy. The modern-day objective of KAIZEN™/Lean is stated clearly.

**Introduction to Lean and Continuous Improvement:** KAIZEN™/Lean is a successful operating methodology that is used in countless organizations today. Continuous Improvement is the overarching umbrella that catches many improvement methodologies. The application of the two will help any organization achieve success.

### Module 2 (3 hours instructor-led)

**Introduction to Daily Kaizen:** The application of Lean thinking beyond the Toyota Motor Corporation is discussed. A thorough review of the basic principles of Workplace and Team organization is discussed.

**The Seven Wastes:** A fundamental aspect of Lean is the ability to observe waste within a business operation. Once the waste is visible, the objective is to find ways to reduce it. The seven types of waste are defined.

#### Between Modules

Our program requires that students look at practical ways to use the learnings in their workplace through “homework assignments”.

These assignments add approximately 10 additional hours to the program.

### Module 3 (3 hours instructor-led)

**Standard Work:** Standardized Work is a tool to used understand the sequence, duration, and resources needed to do a task. Students learn how Standard Work should be used and by whom.

**5S Production:** 5S focuses on workplace organization to reduce common forms of waste. Visual tools are used, as well as standardization and sustaining discipline.

**5S Office:** Students will focus on administrative functions in this module, with the purpose of waste reduction and simple organization.

### Module 4 (3 hours instructor-led)

**PDCA:** “Plan, Do, Check, Adjust” is an iterative approach used in operations for the control and continuous improvement of products and processes. In this section, students will learn how this simple concept is the backbone of a strong improvement process.

**Business Process Mapping:** Making the process visual for all to see enables a clearer understanding of the work. Framing opportunities with “I wish we could...” allows students to uncover wasteful activities. Different types of process maps are discussed.

### Module 5 (3 hours instructor-led)

**Simple Problem Solving:** Explore some commonly used tools that help to get to the root cause of a problem. Cause and Effect Diagrams – also called Ishikawa Diagrams – are simple visual tools that engage problem solvers at all levels. Asking “Why” 5 times is a question-asking technique used to explore the cause-and-effect relationships underlying a particular problem. This will culminate in the 3C storyboard for communicating problem-solving.



## Course Syllabus Continued

### Module 5 Continued

**Introduction to Strat Kaizen:** The participants discuss the value of the Leader's Standard Work and the Hoshin Kanri process.

### Module 6 (3 hours instructor-led)

**Lean Culture:** This section helps to define what cultural aspects are necessary to support a Lean operating system. In order to have a sustainable change in an organization, individuals need to think about being customer-centric and eliminating the waste prevalent in all business processes.

**How to bring Problems to the Surface:** Problems, problems, problems. This module will define what a problem is and the different ways to precipitate, prioritize, and clarify them.

**Improving a business process.** Learn a simple 4 step process to address the waste (hassles and grief) that can exist in a business process. This tool is used to engage your team and solicit improvements relative to a predefined business objective. All manufacturing operations have either a front office or a back office that needs to be improved.

**Kaizen Principles:** The participants review the 3 days in the context of Kaizen Principles.

### Module 7 (3 hours instructor-led)

**Summary & Recap:** In this module, students review all of the information covered in the program and summarize their learning.

**Foundations Quiz:** Students write the cumulative Foundations Exam and are awarded with the Kaizen Academy Foundations Certification.

#### Basic Kaizen

- » 5S
- » Reduce Waste
- » Visual Management
- » Standardized Work
- » Inspire Respect for All

## KAIZEN™ Core Values

<b>Build Trust</b>	Relationships based on humility, capability, & results
<b>Pursue Knowledge</b>	Profound knowledge & wisdom based on practice & reflection
<b>Focus on People</b>	Respect & nurture everyone who is committed to the team
<b>Act with Concern</b>	Intimacy with customer needs & delivery of customer-centric solutions
<b>Live the Kaizen Way</b>	Demonstrate a Continuous Improvement mindset in all you do

