

CONTINUOUS IMPROVEMENT (C.I.) LEADER BOOT CAMP

*Builds Strong Kaizen
Event Understanding in a
Small Group Setting*

*Best Practices for Prep,
Execution & Sustainment
of Kaizen Events*

*Reinforced Learning through
Live Teach-Backs & Feedback*



AGENDA (5 DAYS ON-SITE OR VIRTUAL OPTIONS AVAILABLE)

5-DAY AGENDA	DESCRIPTION
DAY 1	What is "Kaizen"? The Role of the CI Leader Maximizing Your Impact in the Organization Managing the Strategic Priorities for your Organization The Kaizen Event Charter Facilitating a Kaizen Event – Preparing of Kaizen Events
DAY 2	Facilitating a Kaizen Event – Preparing of Kaizen Events (continued) Facilitation & Execution Techniques Post-Sustainment of Kaizen Events Managing the Kaizen Event Funnel
DAY 3	VSM Case Study Simulation Homework: Break up VSM slides & prepare for teach-backs & prepare charter
DAY 4	Teach backs: VSM facilitation & feedback session (Each attendee will take turns presenting and facilitating VSM session) Culture Sustainment & Change Management Review of Homework
DAY 5 (1/2 DAY)	Review of Homework Action Plans for Facilitation of the Next Kaizen Event Leader Standard Work – build your CI Leader SW Key Takeaways / Lessons Learned



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WHAT IS A C.I. LEADER?

Continuous Improvement Leaders:

- Drive targeted, sustainable improvement in Quality, Delivery, Cost, and Innovation that is tied to Strategy and Daily Management
- Are responsible for facilitating continuous improvement activities targeted towards improvement priorities that will help the business meet its objectives
- Are positioned within an organization to facilitate change management, teach, and coach others in specific tools applied towards business problems
- Help leaders plan and prepare for requirements, resources, and execution of kaizen event activities while overseeing the sustainment of past activities

WHEN TO APPLY A KAIZEN EVENT?

What is a Meeting?



- Abbreviated duration of time (i.e. 1 hour)
- Discussion of key leaders/stakeholders
- Identification / Review of actions
- Work is assigned outside of the meeting
- Can either be consensus-building or directed by leaders

What is a Kaizen Event?



- One to five day event
- Preparatory work required with clear problem-statement worked on
- Engaged participation of key leaders/stakeholders
- Cross-functional participants
- Clear process is followed (tool)
- Consensus building
- Work is accomplished during the event
- Clear Improvement Metrics
- Clear Action Plan

- Often times, teams find themselves in a series of meetings in order to achieve an outcome, which can lead to Time Delay, Performance Misses, and Miscommunication.
- A Kaizen Event will serve as an Environment for Immediate Focus and Collaboration on a Targeted Problem with a Measurable Outcome.

REQUEST A CONSULT:
INFO@LEANFOCUS.COM

How do I get started?

Schedule a
CI Leader Boot Camp

Take the first step toward workspace transformation. Contact us today to schedule a consultation and discover how strong CI Leaders and Kaizen can elevate your organization's operations.



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