

# KAIZEN EVENT PROCESS WORKSHOP

*Eliminate  
Waste*

*Improve  
Teamwork*

*Foster  
Engagement*

*Deliver  
Results*



## AGENDA (1 DAY ON-SITE)

1-DAY AGENDA	DESCRIPTION
8:00 - 8:30 AM	Registration and Welcome
8:30 - 9:00 AM	Defining Kaizen
9:00 - 9:45 AM	Kaizen Event Objectives and Engagement
9:45 - 10:00 AM	Morning Break
10:00 - 10:45 AM	When and Where Kaizen is Appropriate
10:45 - 11:30 AM	Phases of a Kaizen Event
11:30 - 12:30 PM	Lunch Break
12:30 - 1:15 PM	Kaizen Event Roles & Responsibilities
1:15 - 2:00 PM	Selecting Team Members and Communication
2:00 - 2:15 PM	Afternoon Break
2:15 - 3:00 PM	Change Curve, Management, and Kaizen Charter
3:00 - 3:45 PM	Lean Tools, Identifying Current and Future State
3:45 - 4:30 PM	Facilitating and Sustaining Kaizen
4:30 - 4:45 PM	Key Takeaways and Closing Remarks



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## WHAT IS A KAIZEN EVENT PROCESS WORKSHOP?

- The "Kaizen Event Process Workshop" is a one-day immersion into Kaizen's principles and the objectives of Kaizen events.
- Participants will grasp the essence of continuous improvement, from its origins to its philosophy.
- The workshop guides attendees through planning and executing successful Kaizen events, emphasizing problem-solving and team dynamics.
- A hands-on exercise provides practical experience in event planning.
- Upon completion, participants will be equipped to initiate positive changes, optimize processes, and foster a culture of continuous improvement within their organizations.

## KAIZEN EVENT PROCESS DELIVERABLES:

- **Comprehensive Understanding:** A deep knowledge of Kaizen principles and its application in organizational improvement.
- **Kaizen Event Plan:** The ability to plan, execute, and lead Kaizen events effectively.
- **Kaizen Event Charter:** Skills to create a clear and structured charter for Kaizen initiatives.
- **Problem-Solving Techniques:** Proficiency in identifying issues, applying Lean tools, and implementing solutions.
- **Team Collaboration:** Improved teamwork and collaboration skills for Kaizen event success.
- **Continuous Improvement Culture:** Strategies for fostering a culture of continuous improvement within your organization.
- **Change Management Skills:** Techniques to navigate organizational change during Kaizen initiatives.
- **Lean Tools Application:** Knowledge of which Lean tools to apply for specific improvement scenarios.
- **Communication Strategies:** Effective communication skills for Kaizen event planning and execution.
- **Sustainability Framework:** Insights on sustaining the gains achieved through Kaizen events over time.

REQUEST A CONSULT:  
INFO@LEANFOCUS.COM

## How do I get started?

### Schedule a Kaizen Event Process Workshop

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



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