

QUALITY PROCESS ESSENTIALS KAIZEN WORKSHOP



AGENDA (5 DAYS ON-SITE)

| 5-DAY AGENDA | DESCRIPTION |
|-----------------|--|
| DAY 1 | Quality Process Essentials Overview Training Quality Process Essentials Fundamentals and Gemba Walk Gemba Assessment Sprint Report and Wrap Up |
| DAY 2 | Gemba Assessment and Process Map Process Map and Heatmap Overlay Gemba Data: Linking to Voice of Process and Voice of Customer Sprint Report and Wrap Up |
| DAY 3 | Gemba Voice of Process Mapping Gemba Voice of Process Setup and Standard Work Layered Audit Overview Training Sprint Report and Wrap Up |
| DAY 4 | Gemba VOP & Layered Audits. Update documents and standard work Measuring & Monitoring Performance Metrics / Establish Gemba Metrics Training Associates on VOP/ Practice Layered Audits Preparation for Kaizen Report Out |
| DAY 5 (1/2 DAY) | Finalize Gemba VOP & Layered Audit. Update Standard Work documents Capture all outstanding action items and establish „what, who, and when“ for each Summarize Quality Process Essentials kaizen impact Preparation and delivery of final kaizen report out |



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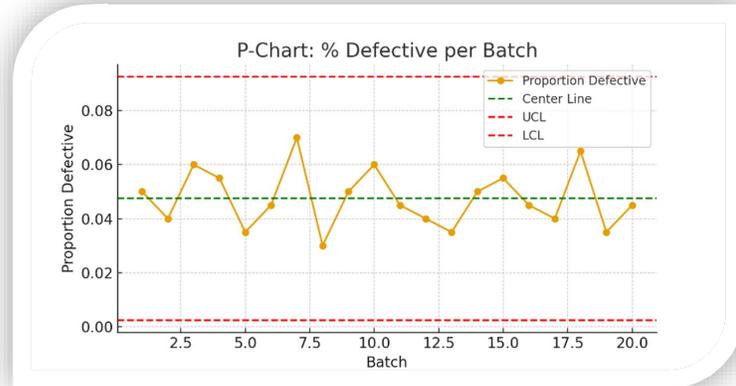
“Where in your process do you rely on inspection and heroics to protect the customer—because quality isn’t truly built in?”

Quality Process Essentials is a five-day, hands-on kaizen workshop designed to establish built-in quality through disciplined processes, practical tools, and leadership behaviors that prevent defects rather than detect them. The workshop focuses on reducing manufacturing and testing variation, improving internal yield, and lowering external defects by stabilizing processes and embedding quality at the source. Participants establish core quality fundamentals—standard work, control points, and problem-solving routines—that form a durable foundation for continuous improvement. The engagement concludes with a clear, prioritized roadmap for sustaining gains, reinforcing a “quality first” culture, and tailoring solutions to fit the company’s specific business model and operational realities.

QUALITY PROCESS ESSENTIALS KAIZEN WORKSHOP DELIVERABLES

Quality Process Essentials Deliverables

- Clear ownership and escalation for quality issues
- Standardized, step-by-step work instructions for assembly and testing
- Embedded voice of the process and customer at the gemba
- Layered audit routines to sustain standards
- Visual SQDC boards and daily quality metrics
- Practical problem-solving toolkit applied to real defects
- Proactive countermeasures to prevent defect recurrence



REQUEST A CONSULT:
INFO@LEANFOCUS.COM

How do I get started?

Schedule a Quality Process Essentials Kaizen Workshop

Take the first step toward building quality into your processes—not inspecting it in at the end. Contact us to schedule a **Quality Process Essentials Kaizen** and identify where variation, defects, and rework are limiting performance. In five focused days, establish the fundamentals that stabilize processes, improve yield, and create a sustainable “quality first” operating culture.



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