



# Kaizen Leader Training

RCI Consulting

## Workshop Duration: Two Weeks

(note: training weeks are typically one month apart, so project leaders can apply tools they have learned to their projects between training weeks)

### Week One Topics:

*Kickoff and Introductions*

*Kaizen Leader Overview*

*DMAIC Simulations – Round 1*

*Introduction to Define*

*Project Charters*

*SIPOC*

*Voice of the Customer (VOC)*

*Project Management 101*

*Kaizen Planning and Pre-Work Activities*

*Introduction to Measure*

*Mapping*

*DMAIC Simulation – Pilot and Round 2*

*Data Collection*

*Introduction to Analyze*

*Little's Law and TIMWOOD*

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## Week Two Topics:

*Week One Review*

*Kaizen Week Agendas*

*Kaizen Week Logistics*

*Kaizen Facilitation*

*Introduction to Improve*

*5S*

*Process Flow Improvement*

*Process Balancing*

*Changeover Reduction*

*PULL Systems*

*Poke Yoke*

*Implementation Planning*

*Kaizen Simulation*

*Facilitation Tips and Tricks*

*Introduction to Control*

*Documentation*

*Project Follow-up and Transition*