



Kaizen Institute
ESG Initiative –
KAIZEN™
Foundations

**“The world will be better with
more KAIZENers.”**

Risa Cox, Managing Director,
Kaizen Global Enterprises

Introduction

Kaizen Institute joined the United Nations Global Compact in January 2020 and is committed to contribute to the United Nations’ 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs). “Quality Education” (SDG 4) is one of the initiatives Kaizen Institute is targeting to make a difference in our world.

This training course includes customized Continuous Improvement contents to equip people with the foundational KAIZEN™ knowledge and prepare them to contribute effectively within an organization through improved teamwork skills. There are various engaging tasks throughout the training with a final assessment exercise after each unit to strengthen the learning.

Course Specifications

Programme	Kaizen Institute ESG Initiative – KAIZEN™ Foundations
Title	KAIZEN™ Foundations for a KAIZENer
Duration	18 hours
Prerequisites	None
Material	Training guide, program kit, and online resources
Target Audience	People in challenging situations may include, but not limited to, indigenous people, youth, adults in vulnerable situations or being unemployed. Substance abusers and those who are in recovery can also benefit from the training, as well as people in developing countries, especially the least-developed countries and small island developing states.

Learning Objectives, Application and Benefits

LEARNING OBJECTIVES	APPLICATION	BENEFITS
<ul style="list-style-type: none"> Define and explain the importance of KAIZEN™ and Lean. Describe the KAIZEN™ targets. List KAIZEN™ Principles in personal life. Create customer value by finding and eliminating <i>muda</i>. Explain what <i>gemba</i> is and its importance. Describe the effective problem-solving. List the 4 principles for effective problem-solving. Locate and describe basic KAIZEN™ tools, such as the 5 Why's, 3C, and 5S. Set SMART goals. Explain the importance of the action plans and <i>kanban</i> task cards. 	<ul style="list-style-type: none"> Mirror the KAIZEN™ targets in your everyday life and in your future career. KAIZEN™ Principles in every tool and in every KAIZEN™ behaviour, with your own individual goal of finding a job. Apply the 3C problem-solving tool, for your own, daily problems. Make use of the countermeasure sheets and lessons learned for corrections and improvements. Use the PDCA cycle tool with the aim to set targets and achieve your goals. 	<ul style="list-style-type: none"> Building and reinforcing the Continuous Improvement culture. Development of new skills with the aim to improve employability.

Assessment

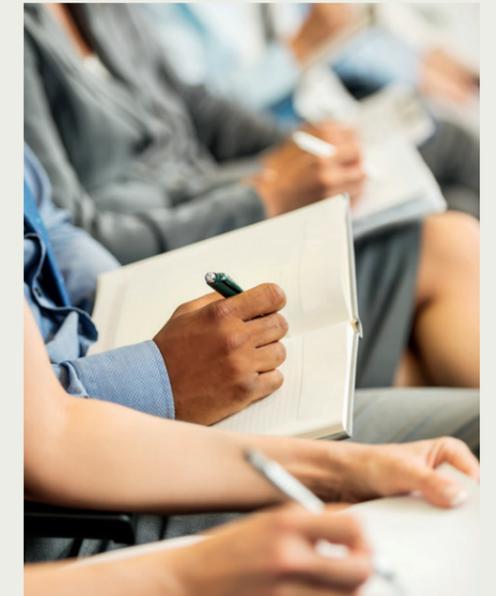
NO.	COMPONENT	SUB-COMPONENT	WEIGHT
1	Attendance & Participation	<ul style="list-style-type: none"> Attendance Participation 	10 15
2	Formative Assessment	Assessment Unit 1	15
3	Formative Assessment	Assessment Unit 2	15
4	Formative Assessment	Assessment Unit 3	15
5	Summative Assessment	Assessment Unit 4	15
6	Summative Assessment	Assessment Unit 5	15
Total			100

Time Distribution

UNIT	TITLE	ACTIVITIES	MIN.
0	Introduction	• Course specifications	20
		• General guidelines for trainees	20
		• Glossary/vocabulary	20
		• Pre-training self-assessment	20
		• Ice breaker	30
1	KAIZEN™ Basics	• PPT: KAIZEN™ Basics with 2 additional, practical tasks	60
		• Additional video, article, and book recommendation in the online learning system (KEMS)	60
		• Assessment	30
2	KAIZEN™ Principles	• PPT: KAIZEN™ Principles with 3 additional, practical tasks	90
		• Additional video and book recommendations in the online learning system (KEMS)	30
		• Assessment	30
3	Problem-solving	• PPT: Problem-solving with 2 additional, practical tasks	90
		• Additional article, manual, and book recommendation in the online learning system (KEMS)	60
		• Assessment	30
4	KAIZEN™ Tools	• PPT: KAIZEN™ Tools with 2 additional, practical tasks	90
		• Additional videos, and article in the online learning system (KEMS)	60
		• Assessment	30
5	Leading yourself	• PPT: Leading yourself	90
		• Leading yourself exercise	90
		• Additional videos in the online learning system (KEMS)	30
		• Assessment	30
6	Summary exercise	• Summary exercise	90
7	Closing	• Post-training self-assessment	20
		• Survey/feedback	10
Total			18 hours



This course introduces the foundational KAIZEN™ concepts and tools, with the aim to improve knowledge, skill, and employability.



This engaging training course includes numerous presentations, simulations, videos, articles, and assessments to enhance KAIZEN™ understanding and learning.



The course raises awareness of the importance of Continuous Improvement, introducing the main KAIZEN™ concepts and tools.



This course lays the foundation to create a culture of excellence through the application of KAIZEN™ methods, tools and techniques.

Course Description

UNIT 1 KAIZEN™ Basics

In this unit the KAIZEN™ Basics are discussed.

The trainees will get their first impression on KAIZEN™ and Lean, KAIZEN™ targets, types of sectors/organisations where KAIZEN™ can be applied, and Personal KAIZEN™ Principles.

By the end of this unit, the trainees will be able to:

- Define and explain the importance of KAIZEN™ and Lean.
- Describe the KAIZEN™ targets.
- List the personal KAIZEN™ Principles.
- Mirror the KAIZEN™ targets in your everyday life and in your future careers.

UNIT 2 KAIZEN™ Principles

In this unit, the trainees will learn in more detail the 5 KAIZEN™ Principles:

- Create customer value
- Flow efficiency (eliminate waste – *muda*)
- *Gemba* effectiveness
- People involvement
- Transparency (visual management)
- The trainees will also learn about the 7 wastes (*muda*) model in several sectors.

By the end of this unit, the trainees will be able to:

- Apply KAIZEN™ Principles in every tool and in every KAIZEN™ behaviour, with your own individual goal.
- Create customer value by finding and eliminating *muda*.
- Explain what *gemba* is and its importance.
- Describe the people involvement and visual management principles for identifying improvement opportunities.

UNIT 3 Problem-solving

In this unit, the problem-solving topic is discussed.

The trainees will get a deeper view on a problem definition and on the 4 principles for effective problem-solving. The 3C methodology will be also presented. Tools, such as 5 Whys and Pareto Chart will be introduced as complements to the problem-solving method.

By the end of this unit, the trainees will be able to:

- Describe the effective problem-solving.
- List the 5 principles for effective problem-solving.
- Locate and describe basic quality tools, such as the 5 Why's.
- Explain and apply the 3C problem-solving tool, for your own, daily problems.

UNIT 4 KAIZEN™ Tools

In this unit, the trainees will have a chance to get their first impression on some basic KAIZEN™ Tools:

- Visual management
- Standards - SDCA Cycle (Standardise, Do, Check, Act)
- 5S tool

By the end of this unit, the trainees will be able to:

- Explain the importance of visual management in a more practical way and give practical examples.
- Describe what standards mean and explain their importance.
- Define and apply the SDCA cycle.
- Locate the 5 steps of the 5S tool and explain how to implement them in your daily life.

UNIT 5 KAIZEN™ Leading yourself

In this unit, the PDCA (Plan, Do, Check, Act) Cycle tool is presented, showing the way to the learners on how to set targets and goals and how to monitor and achieve them.

By the end of this unit, the trainees will be able to:

- Use the PDCA cycle tool with the aim to set targets and achieve your goals.
- Set SMART goals.
- Explain the importance of the action plans and *kanban* task cards.
- Describe the way to check and track your progress and goals by using Bowling Charts.
- Make use of the countermeasure sheets and lessons learned for corrections and improvements.

UNIT 6 Summary Exercise

In this unit, a summary exercise is given to the trainees with the goal to summarise the key learnings and make a personal plan. There will be 2 tasks to be completed:

Task 1: Personal learning review

Task 2: Personal planning

By the end of this unit, the trainees will be able to:

- Recall what they have learnt.
- Create a personal future planning with new goals.

**“Education in KAIZEN™ will
improve everyone, everywhere,
every day.”**

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