

Kaizen Instructor Training - Business Process

Comprehensive Train the Trainer Program



Critical kaizen instructor training that sets the foundation for dramatic improvement and successful culture change at the start of each business process kaizen event. Learn to conduct day-one training of lean concepts and build team awareness and support at the beginning of each kaizen event.

Ideal Attendees

- Kaizen promotion office managers
- Continuous improvement managers
- Engineers
- Administrative office managers

Key Learning

- Lean and kaizen training content required to build team awareness and support at the start of each business process kaizen event
- Advanced instructor presentation, training and teaching skills – for maximum impact
- Preparation techniques for business process kaizen events to ensure peak results
- In-depth familiarity with all training materials
- Interactive simulation exercises and anecdotes to reinforce key concepts
- Responses and role plays for questions your instructors will commonly receive

Tools Learned

- “Train the trainer” techniques

Pricing

- Individual: \$3,250
- Group: \$2,750 each, for three or more people from the same company

Prerequisites

Attendees without a signed material licensing agreement will be charged an additional \$500 for access to licensed training materials. The minimum experience level required is four recent business process kaizen events. In order to maintain a consistent level of experience among course attendees, we will conduct a brief interview to determine your level of lean experience before admittance is approved.

Four-Day Agenda

Day One

- Introductions and overview
- How to be an effective trainer and facilitator
- Exercise 1: team building
- Lean fundamentals, concepts and principles
- Five minute presentations

Day Two

- Business process characteristics
- Waste identification and elimination
- Exercise 2: team building
- 5S in the office
- Round one presentations

Day Three

- Standard operations review
- Kaizen breakthrough methodology review
- Simulation 1: business process
- Round two presentations
- Business process improvement tools review
- Exercise 3: team building

Day Four

- Presentation video taping
- Business process cost savings
- Use of memory aides
- Case studies
- Key learnings

“A very enjoyable and informative week! I feel more passionate about delivering the training because I now know more about the whole process.”

Kristy Sheteron, Continuous Improvement Engineer ♦ St. Jude Medical
