

Training Request Form



Improving Management Practices
through Advanced
KAIZEN Training
Kai (change) 改善 Zen (better)

Your Ref

1. Name / Address of Organisation		3. Business Type (Please tick)	
2. Contact Person	Authority	<input type="checkbox"/>	Production & Manufacturing
	Designation	<input type="checkbox"/>	Services & Related
	Contact No.	<input type="checkbox"/>	Retail Operations
	email	<input type="checkbox"/>	Health & Related
		<input type="checkbox"/>	Other: (specify) --> _____

4. Module Packages Offered (please tick)	Duration	Learning Outcomes
<input type="checkbox"/> (a) KAIZEN & LEAN Module [Basic] • Introduction to Kaizen & Lean concepts incl. 5S, VM, 7 Wastes, Just in Time & other basic Kaizen principles	1 Day Programme (08h30 - 15h30)	• Basic understanding of kaizen concepts, working effectively as a team for organisational efficiency
<input type="checkbox"/> (b) KAIZEN & LEAN Module [Advanced] • Basic Module + Value Stream Mapping, Jidoka; One-piece flow; Just-in-time; Kanban & Heijunka techniques	2 Day Programme (08h30 - 15h30)	• Deeper understanding of concepts & its applications, incl production improvements & problem solving
<input type="checkbox"/> (c) Effective Problem Solving Techniques • Global best 8-step problem solving technique, Problem analysis, target setting & countermeasure intro	1 Day Programme (08h30 - 15h30)	• To identify, break-down and implement sustainable countermeasures for problem resolution (using critical and creative thinking skills)
<input type="checkbox"/> (d) Improving Quality Mindset (Process & Product) • Voice of Customer, Kano Model, building-in quality, Advanced failure method analysis techniques	1 Day Programme (08h30 - 15h30)	• Implementing lean techniques to improve process & product quality through critical problem analysis
<input type="checkbox"/> (e) Improving your Visual Management • Classroom learning & actual shopfloor 'Gemba' analysis Effective tasks vs milestone management	1 Day Programme (08h30 - 15h30)	• Learn to organise & visually manage tasks & milestones for effective management reporting
<input type="checkbox"/> (f) Cost Reduction Techniques (Process & Product) • Detailed cost breakdown analysis, identifying 'non-value' adding activities for productivity improvements	1 Day Programme (08h30 - 15h30)	• Develop a cost reduction mindset by understanding the factors contributing to high production costs
<input type="checkbox"/> (g) ISO Training (Basic) • Implementing a Quality Management System that incl. process reviews, ISO documentations, audit preparations	2 Day Programme (follow ups as reqd) (08h30 - 15h30)	• Developing an overall understanding of the ISO process, its requirements towards a successful audit and accreditation.

5. Training Details	(a) No. of participants	(b) Skill / Band Level	(c) Suggested Training Dates (Please tick)		
	<input type="checkbox"/> < 10 persons <input type="checkbox"/> 10 - 15 persons <input type="checkbox"/> 16 - 20 persons	<input type="checkbox"/> Operator/Team Leader <input type="checkbox"/> Supervisor/Manager <input type="checkbox"/> Mixed group	Opt 1		
			Opt 2		
			Opt 3		

6. Facility Details (note: On-site facility to be suitable for classroom learning, no. of participants & interactive activities)*

On-site Facility (own facility)*
 Off-site Facility required
 On-line facilitation

Special Note: Projector & Screen Required at On-site facility (Facilitator will bring laptop)

7. Other	8. Special Requests to Facilitator	9. Authority Signature