



KAIZEN FOR COST REDUCTION

📅 **October 12 & 13, 2022 (Wednesday & Thursday)**

🕒 **8.45 am – 5.00 pm** 🖥️ **Remote Online Learning via Zoom**

- 👉 **What is the meaning of Kaizen?**
- 👉 **How can Kaizen help tremendously in cost reduction?**
- 👉 **Why is Kaizen so important for productivity improvement?**
- 👉 **How do we increase value in our production?**



Then come and explore our dynamic class with plenty of real shop floor examples and ideas of making Kaizen happen in your workplace which will definitely help you to reduce your cost!

From the 1990's kaizen has become so important globally to keep costs low in all businesses today such as the airline industry, government agencies, service industries, courier industry, fast food industry and definitely the manufacturing industry. This course will be an "eye-opener" for many to initiate kaizen activities for cost reduction. You will learn practical ways of making your kaizen successful and effective.

.... COURSE CONTENTS....

Module 1 - INTRODUCTION TO KAIZEN

- Kaizen for Profitability
 - Lean Principles
 - Case Study: Mass Production vs Toyota Production System
 - What is Kaizen & why is it important?
 - Objectives of Kaizen
 - Before Kaizen Simulation

Module 2 - ATTACK WASTE (MUDA) FOR COST REDUCTION

- Separating Value from Non-Value Added Activities
 - The 5G's
 - The 3M's- Muda, Mura, Muri
 - What is value versus non value activities?
 - The meaning of Gemba
 - Observe & Identify 8 Types of waste- Finally Eliminate It to increase lead time & reduce cost

Module 3 - THE TOOLS OF KAIZEN FOR FLEXIBILITY

- Establishing a Lean Organization
 - PDCA- Plan-Do-Check-Act
 - 5S- Sort, Set in Order, Shine, Standardize, Sustain
 - Jidoka- Autonomation, TPM
 - 5 Why for Root Cause Problem Solving
 - Poka-Yoke for Error Proofing
 - Takt-Time for Flow
 - Pull System
 - Quick Changeover/ SMED- For Flexibility & Coping with Demand Variations
 - After Kaizen Simulation

Module 4 - IMPLEMENTATION OF KAIZEN WORKSHOP

- Preparation for Kaizen Projects and Activities
 - Example of a Kaizen Workshop
 - Kaizen Week
 - Kaizen Team Rules
 - Cycle Time Sheet
 - Improvement Sheet – Record Improvements & Best Practices
 - Standard Working Sheet – For Work Standardization
 - Kaizen News – To Create a Value Adding Cost Culture

.... TRAINER

MR AMOS ANDREW A/L ANDREW holds a Bachelor of Engineering (Honours) degree in Industrial Engineering from the University of Bradford, UK. He is a registered member of the Society of Manufacturing Engineering (SME) and has served the Multinational Companies in the capacity of Senior Industrial/Lean Engineer. Thereafter he went into coaching and trainings related to continuous improvements, leadership and change management as a technical training manager in a multinational company based in Vienna, Austria. Being trained in Japan under Toyota and benchmarking various world class companies in Japan such as Mitsubishi Motors, Lexus, Toto, Denso and many more, Mr Amos holds a high credibility in sharing his experience from the best manufacturing companies in the world. He has also been awarded the Lean Bronze Certification, USA and the Global Leadership Train the Trainer Program. Maynard has certified him as a Blue Card Holder of Basic MOST, which is a work method standardizing technique in industrial Engineering.

With his 10 years of experience in various manufacturing industries, Mr Amos has coached, trained and developed many participants specialising in the areas of Lean Manufacturing, 6S Implementation, Problem Solving, Work Study / Time Study, Kaizen Implementation and Leadership Skills. He has trained many multinationals such as Shell, Top Glove, Affin Bank, Semperit Group, Pen Group, CJ Bio, Recron, Johnson Matthey, KESP, South East Technologies, Mattel and many more. Mr Amos is a registered trainer with HRDF.

.... TRAINING METHODOLOGY....

Informative presentation, Group discussion & Presentations, Real Case Studies & Video Presentations, Simulations

... WHO SHOULD ATTEND ...

Engineers, managers, supervisors, manufacturing personnel, team leaders, executives and anyone who wants to make improvements happen and to create value for the company

.... OBJECTIVES....

- Serve as an eye-opener to see & attack waste
- To be able to start kaizen projects which are effective
- To reduce lead time
- For increase in profits with today's demanding market & price war
- To be relevant in the eyes of the customer by providing value added services

.... LEARNING OUTCOMES....

- Upon completion of the course, participants will be able to:
- Understand what is Kaizen, Gemba & Muda all about
 - Understand and implement kaizen activities for cost reduction
 - Identify wastes in gemba- to keep cost low
 - Differentiate between value and non-value added activities
 - Understand all the tools of Kaizen such as Poka-Yoke, SMED, Jidoka & many more

.... COURSE DETAILS

Date **October 12 & 13, 2022 (Wednesday & Thursday)**
 Time **8.45am - 5.00pm**
 Platform **Remote Online Learning via Zoom**
 Medium of Instruction **English**
 CPD: **14 hours**
 Fees: **Members RM689.00/pax** **Non-Members RM848.00/pax**
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the Webinar session*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Username and Password will be provided upon confirmation of Webinar session*

.... ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of **"FMM Institute"** should be forwarded to FMM Institute Perak.
- For **SBL Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ Registration Form ~

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Closing Date:
OCTOBER 5, 2022

FMM Institute
 No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:
Company:	Tel: Fax:
Address:	
Email:	FMM Membership No