

# REGISTRATION FORM

**KAIZEN: Strategy for Continuous Improvement**

Monday – Tuesday \* December 19 - 20, 2011 \* FMM Institute Malacca

**FMM Institute Malacca**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih,  
75300 Melaka  
(Fax: 06-283 8090)

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_  
Nationality \_\_\_\_\_ IC No. \_\_\_\_\_  
2 Name \_\_\_\_\_ Designation \_\_\_\_\_  
Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

*(If space is insufficient please attach separate list)*

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_  
being payment for \_\_\_\_\_ participant(s) made in favour of the

**“FMM Institute”**

Please Tick (✓) if your company needs an Invoice YES \_\_\_\_\_ NO \_\_\_\_\_

Submitted by \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

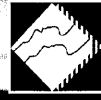
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address \_\_\_\_\_

**SBL SCHEME**

# KAIZEN: Strategy for Continuous Improvement

December 19 - 20, 2011



TRAINING  
PROGRAMMES



**FMM Institute** (475427-W)  
MALACCA BRANCH

This course is specially designed as a hands-on session on productivity improvement aspects of the Kaizen approach to management. It will enable the participants to implement Kaizen Improvement Projects individually or as a team to help companies in its journey towards World Class Manufacturing.

## CONTENTS

### THE CHALLENGE

- Current Challenges
- Strategies to Success
- Kaizen: Concept & Systems
- Traditional Management
- Kaizen Management

### KAIZEN CONCEPTS & SYSTEMS

- Role of Middle Management in Kaizen
- Results or Process Emphasis
- PDCA & SDCA Cycles
- Kaizen Goals
- Kaizen Pathways
- Kaizen & You

### KAIZEN BY 5S

- Good Housekeeping: Benefits
- 5S & Its Practice
- 5S Video
- Practical 1: 5S Photo Analysis

### KAIZEN BY VISUAL MANAGEMENT

- Making Problems Visible
- Posting Standards & Status
- Practical 1: Gemba Analysis

### KAIZEN BY 7W

#### ELIMINATION

- 7 Wastes
- How to Improve?
- Practical 2: Case Study
- Practical 3: Gemba Analysis

### KAIZEN ANALYSIS

#### TOOLS

- Fish Bone Chart
- Why-Why Analysis
- 5W-2H Analysis
- Case Examples of Implementation

### KAIZEN

#### IMPLEMENTATION

- Kaizen Projects
- Suggestion Scheme
- QCC / SGA / ICC
- Kaizen Blitz
- PDCA-SDCA Approach
- Manager's Leadership Role in Kaizen

### DISCUSSION SESSION

- Questions & Answers Sessions
- LGE Strategy

## Benefits

At the end of the course, participants will be able to: -

- Conduct OJT in a systematic and effective manner
- Impact skills to trainees in the shortest time possible
- Create an environment of continuous learning and support
- Standardize work methods
- Apply the skills and steps in coaching subordinates

## Trainer

**EN MUHSIN AHAMED** has been in the manufacturing industry for over 10 years, working his way up from production supervision to the position of Human Resource Dev. Manager in charge of training. A degree holder with a Bachelor of Science in Chemistry, En. Muhsin also holds several diplomas and certificates in Management, computer programming, Electronics Engineering and Training & Development. He has designed, developed and delivered programmes in management, supervisory, quality control, production, operations & manufacturing concepts. As an individual who has experience in the manufacturing process, En. Muhsin brings with him relevant and realistic examples, which give his training a very practical approach.

## Who Should Attend

Managers, Executives down to Team Leaders from all areas. Kaizen is a universal strategy applicable to all

## Administrative Details

**Date :** December 19 - 20, 2011 (Mon-Tue)  
**Time :** 9.00am - 5.00pm

**Venue :** **FMM Institute Malacca**

D3-4 Plaza Jayamuda  
 Jalan Pelanduk Puthi  
 75300 Melaka

### Fees:

FMM members **RM600** per participant  
 Others **RM750** per participant  
 (Fees include course materials, lunch and refreshments)

Completed registration forms with cheques made in favour of **FMM Institute** should be forwarded to FMM Institute Malacca Branch before **December 8, 2011**.

*Those who register but fail to turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 working days prior to the programme, 50% refund for cancellation between 3-6 working days and full refund for cancellation 7 working days prior to the programme. However, replacement will be accepted at no additional cost.*  
**CANCELLATION MUST BE MADE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of changes.

*For further enquiries, please contact:*

Ms Lai Ching / Ms Sharon Laxman  
**FMM Institute Malacca Branch**  
 Tel: 06-2831639 Fax: 06-2838090  
 E-mail: lai\_ching@fmm.org.my / sharon\_laxman@fmm.org.my

## SBL Scheme

**100% HRDF Reimbursement**  
 can be applied **PRIOR** to commencement of the programme