



KAIZEN TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Kaizen Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with an in-depth understanding of the Kaizen philosophy and its application in workplace improvement. It covers the principles of continuous improvement, waste elimination, problem-solving, standardisation and team-based Kaizen activities. Through practical exercises, case studies and structured tools, participants will learn to identify inefficiencies, analyse root causes and implement sustainable improvements that enhance productivity, quality and operational efficiency.

OBJECTIVE(S):

- Understand Kaizen philosophy and continuous improvement concepts.
- Identify and eliminate workplace wastes systematically.
- Apply Kaizen tools such as 5 Whys, Fishbone Diagram and Gemba Walk.
- Develop problem-solving and process improvement skills.
- Improve workflow efficiency through standardisation and visual management.
- Strengthen teamwork and promote a culture of continuous improvement.
- Execute Kaizen events and monitor improvement outcomes effectively.
- Support organisational productivity and operational excellence initiatives.

TARGET GROUP(S):

- All Employees and Supervisors
- Production, Quality and Operations Personnel
- Continuous Improvement, Lean and Kaizen Teams
- Improvement Committee Members
- Managers and Executives
- Anyone involved in productivity, quality or workflow improvement

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Kaizen and Continuous Improvement
2. Understanding the Seven Types of Waste
3. Kaizen Mindset and Cultural Transformation
4. Kaizen Tools: 5 Whys, Fishbone Diagram and Basic Root Cause Analysis
5. Standard Work, Visual Management and Process Stability
6. Gemba Walks and Waste Observation Techniques
7. Practical Problem-Solving Using Kaizen Methods
8. Team-Based Kaizen Activities and Engagement Techniques
9. Kaizen Event Planning, Execution and Follow-Up
10. Monitoring, Reporting and Sustaining Improvements

LIST OF REFERENCE BOOK(S):

- Kaizen and Continuous Improvement Manuals
- Lean Management and Waste Elimination Reference Guides
- 5S, Standard Work and Visual Management Resources
- Productivity and Problem-Solving Frameworks

LIST OF TEACHING AID(S):

- LCD projector
- Kaizen worksheets and templates
- Visual examples and case studies
- Flip chart or whiteboard

METHODOLOGY(S):

- Interactive lecture
- Group discussion
- Case studies
- Hands-on exercises
- Kaizen simulation workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Kaizen Philosophy and Continuous Improvement
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2–3: Seven Wastes and Kaizen Mindset
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 4: Kaizen Tools – 5 Whys and Fishbone Diagram
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 5: Standard Work and Visual Management

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: Gemba Walks and Waste Observation
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 7–8: Problem-Solving and Team-Based Kaizen
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 9: Kaizen Event Planning and Execution
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 10: Monitoring, Reporting and Sustaining Improvements