



# Customized Workplace Training

Flexible Results Oriented Training From Subject Matter Experts at Low to No Cost.

## About

Modern Kaizen LLC is an accredited employee development company with over 10,000 hours of logged training in the private and public sector. The team at Modern Kaizen is committed to providing their award winning content to organizations and strives to be the one stop shop for developing soft and specialized skills.

Modern Kaizen LLC is certified Veteran and Minority Owned and operated. Modern Kaizen Subject Matter Experts have proudly developed leadership and employees all over the world. The team is highly experienced and they take great pride in their communication and customer service.



## Topic Navigator

1. LEAN Six Sigma
2. Manufacturing
3. Career Development
4. Human Resources
5. Computer Software
6. Strategic Planning
7. Sales and Marketing
8. Leadership
9. Workplace Essentials
10. Train the Trainer
11. Specialty Skills



# Industries

"The Team at Modern Kaizen Deliver Results, Provide a Flexible Schedule and Find Creative Ways to Fund my Training Goals".

Javier Vazquez - General Manager at MachineTek LLC



Advanced Manufacturing



Healthcare



Global Trade and Logistics



For Profit Business

## Differentiators

Flexible Training Schedules

Training Developed for Lasting Positive Change

Engaging and Approachable Subject Matter Experts

Engage your way! At Your Facility or Online

Courses Available in English or Spanish

## Available Courses

### Lean Six Sigma

Lean Six Sigma - White Belt  
Lean Six Sigma - Yellow Belt  
Lean Six Sigma - Green Belt  
Lean Six Sigma - Black Belt  
Lean Six Sigma - Black Belt Master  
Lean Six Sigma - Champion  
Lean Professional

### Safety

OSHA 10  
OSHA 30  
HAZWOPER 40  
HAZWOPER 24  
HAZWOPER 8 Hour Refresher

### Computer Software

Adobe Acrobat Professional  
G Suite Create  
Microsoft Office  
Microsoft Power BI  
Microsoft Project Management  
Microsoft SharePoint  
Windows & Apple OS

### Human Resources

Sexual Harassment  
Performance Reviews  
Conflict Resolution  
Diversity, Equity, and Inclusion  
Employee Recognition  
Hiring for Success  
Managing Change  
On-boarding  
Unconscious Bias

### Manufacturing

ISO 9001:2015  
Blueprint Reading  
Electrical Fundamentals  
Industrial Maintenance  
Industry 4.0 / Smart Manufacturing  
Geometric Dimension and Tolerances (GDT)  
Manufacturing & Assembly  
Numerical Control Functions  
Pneumatics  
Automation  
CAD/CAM  
Autodesk  
Computer Numerical Control (CNC)  
Design Software Systems for Manufacturing  
Production Manufacturing & Operating Skills  
Programmable Logic Controllers (PLCs)  
Additive Manufacturing/3D Printing  
Shop Measurements  
Machine Shop Fundamentals  
Welding  
Design Thinking  
Digital Transformation Strategy  
Digital Transformation:  
People, Organization and the Change Process  
Industry 4.0 Transformation:  
The Step By Step Process

### Continuous Improvement

Quality Improvement  
Statistical Process Control  
Process Improvement  
Quality Management Systems  
Supply Chain Management

### Leadership

Adapting Your Style  
AGILE & SCRUM  
Art of Effective Communication  
The Art of Successful Coaching  
Balancing Priorities  
Behavioral Interviewing  
Budgeting Basics  
Building Organizational Trust  
Business Etiquette  
Career Planning and Development  
Challenging Negative Attitudes  
Civility in the Workplace  
Coaching Conversation  
Communication Mystery - Solved  
Creative Problem Solving  
Cultural Competency  
Customer Service Over the Phone  
Defining Team Roles and Responsibilities  
Diversity Awareness Training  
Effective Negotiation Skills  
Emotional Intelligence  
Employee Initiative  
Ethics in the Workplace  
First-Time Manager  
Getting Things Done  
How to handle Change and Upheaval  
Managing Managers  
Managing Off site Employees  
Managing Teams  
Meeting Management  
Motivating Employees to be Their Best

Multi-Generation Workplace  
Performance Management  
Positive Approaches to Resolving  
Performance Problems  
Preventing Workplace Harassment  
Real-World Project Management  
Resolving Conflict at Work  
Solid Business Writing  
Strategic Planning - Hoshin Kanri  
Succession Planning  
Supervisor Communication Skills  
Taking Control of Conflict  
Talk Like a Leader  
Team Building  
Time Management  
What Customers Really Want  
Resiliency In the Workplace

