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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Management Strategies to Improve Performance and Avoid Risky Decisions

الاستراتيجيات الحديثة في الإدارة لتحسين وتفعيل الاداء  
واتخاذ القرارات الايجابية

31 May – 04 June 2021

Kuala Lumpur / Malaysia



ProjacsAcademy.com



## Introduction

This training course will provide delegates with the knowledge and skills required for Kaizen implementation and arrangement.

The course builds on understanding acquired at the Foundation level and aims to supply a more detailed explanation of Kaizen improvement tools, principles, and concepts so that delegates develop an expertise of what is needed to achieve a successful Kaizen implementation. Individuals will also learn how to resolve problems that restrict the application of Kaizen strategy.

## Objectives

**After studying these titles, students should be able to:**

- Identify priority areas for improvement using Kaizen
- Identify waste in processes or the time or resources to work
- Identify ways to analyze problems
- Dealing with the gradual approach and simple operations in the Kaizen continuous Improvement
- Identify the management skills needed to implement processes for continuous improvement, Kaizen
- Identify the skills and procedures urged the staff to embrace and deal with Kaizen

## Who Should Attend?

- Managers
- Head of Departments
- Team Leaders
- All who are interested in applying new strategies to their work

## Course Outline

### Day One

- Japanese methodology of continuous improvement - Kaizen (KAIZEN)
- the concept of continuous improvement methodology
- Comparison of Kaizen and other continuous improvement processes (TQM, TPM, QC, Six SIGMA)
- the umbrella of the Kaizen methodology and roles of various
- Benefits of Kaizen methodology
- the basic components of the methodology
- types of loss according to the methodology (Muda, Mura, MURI)
- seven-waste in the methodology of Kaizen (7 WASTES)

### Day Two

- improvement tools in the methodology of Kaizen - Control Charts, Pareto Diagram Fishbone Diagram, Check Sheets
- Change management as a critical success in the application
- requirements for successful institutional change
- skills to overcome resistance to change

### Day Three

- Introduction to management skills and team building
- improvement of the main steps in the methodology (PDCA, JURAN TRILOGY, PSM)
- Comprehensive method for the application of Kaizen methodology
- How do we apply the methodology of Kaizen
- concept of operations targeted for improvement
- types of operations targeted for improvement
- identify priorities for improvement
- improvement teams and roles
- implement improvements

#### **Day Four**

- concepts of organizing the work environment
- pillars of the organization of the work environment of the five (5 s)
- Methods of analysis of problems in the Kaizen
  1. Style analysis of the bones of fish (Ishikawa)
  2. Method of five questions (5 WHYs)
  3. Method of treatment based on the optimization
  4. Kaizen strategy applied in the work environment
  5. Kaizen in the work environment (GembaKAIZEN)
  6. Method of work in time (JIT)
  7. Method (stop) to solve the problems (Jidoka)

#### **Day Five**

- Kaizen steps (PDCA)
- Form proposals staff in Kaizen management style of the work site (MBWA)
- workshops, training and applications to the program of the Japanese Kaizen
- practical applications of industrial processes using Kaizen
- practical applications on the desktop and administrative operations using Kaizen
- applications on the personal development process using Kaizen

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

ستوفر هذه الدورة التدريبية للحضور المعارف والمهارات اللازمة لتنفيذ وتنظيم استراتيجية كايزن. ويستند بالطبع على فهم الطرق المكتسبة على مستوى المؤسسة ويهدف إلى تقديم شرح أكثر تفصيلاً لأدوات تحسين مبادئ ومفاهيم كايزن بحيث يستطيع الحضور تطوير الخبرة المطلوبة لتحقيق استراتيجية كايزن ناجحة. وسوف يتعلم الحضور أيضاً كيفية حل المشاكل التي تقيد تطبيق استراتيجية كايزن.

## الأهداف

في نهاية هذه الدورة سيكون كل متدرب قادراً على:

- تحديد المجالات ذات الأولوية للتحسين باستخدام كايزن
- تحديد الهدر في العمليات أو الوقت أو الموارد في العمل
- التعرف على طرق تحليل المشكلات
- التعامل مع النهج التدريجي والبسيط لعمليات التحسين المستمرة في كايزن
- التعرف على المهارات الإدارية المطلوبة لتطبيق عمليات كايزن للتحسين المستمر
- التعرف على مهارات وإجراءات حث الموظفين على تبني والتعامل مع كايزن

## الحضور

- المدراء
- رؤساء الأقسام
- قادة الفرق
- أي احد مهتم بتطبيق استراتيجيات جديدة في عمله