

8 WASTES & 3Ms KAIZEN WORKSHOP

*Improve
Quality*

*Increase
Productivity*

*Realize
Cost Savings*

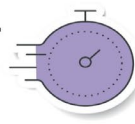
*Achieve
Competitive
Advantage*



DEFECTS



OVERPRODUCTION



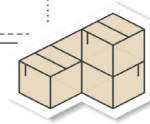
WAITING



NON-UTILIZED
TALENT



TRANSPORTATION



INVENTORY



MOTION



EXTRA-PROCESSING

AGENDA (1 DAY ON-SITE)

1-DAY AGENDA

Introduction and Icebreaker (8:00 AM - 8:30 AM)

- Welcome and introduction to the workshop
- Icebreaker activity to engage participants

Overview of Lean Principles (8:30 AM - 9:30 AM)

- Understanding the core principles of Lean Manufacturing
- The importance of waste reduction in manufacturing

The 8 Wastes (DOWNTIME) (9:30 AM - 10:30 AM)

- Introduction to the 8 wastes (DOWNTIME):
- Defects
- Overproduction
- Waiting
- Not utilizing employee skills
- Transportation
- Inventory
- Motion
- Excess processing
- Interactive group discussion on real-life examples

Morning Break (10:30 AM - 10:45 AM)

3Ms - Muda, Mura, Muri (10:45 AM - 12:00 PM)

- Understanding Muda (waste), Mura (unevenness), and Muri (overburden)
- How the 3Ms relate to the 8 wastes
- Group activity to identify Muda, Mura, and Muri in a simulated process

Lunch Break (12:00 PM - 1:00 PM)

Gemba Walk (1:00 PM - 2:30 PM)

- Explanation of Gemba (the real place) concept
- Participants divided into groups for Gemba walks in the manufacturing facility
- Identification of real-world wastes and 3Ms on the shop floor

Data Collection and Analysis (2:30 PM - 4:00 PM)

- Introduction to data collection techniques (e.g., time studies, value stream mapping)
- Hands-on practice of data collection and analysis
- Identifying opportunities for waste reduction

Closing Remarks and Certificates (4:00 PM - 4:30 PM)

Recap of key takeaways and closing remarks



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8 WASTES & 3Ms KAIZEN WORKSHOP

WHAT IS AN 8 WASTES & 3Ms KAIZEN WORKSHOP?

- An 8 Wastes & 3Ms Kaizen Workshop is a one-day, structured and collaborative event that provides a focused introduction to Lean Principles, the 8 Wastes (DOWNTIME), and the 3Ms.
- It emphasizes practical exercises and real-world applications to equip participants with the knowledge and skills needed for waste reduction in a manufacturing setting.

8 WASTES & 3Ms KAIZEN WORKSHOP DELIVERABLES:

- **Understanding of Lean Principles:** Participants will gain a foundational understanding of Lean Manufacturing principles, including the importance of waste reduction, efficiency, and continuous improvement in manufacturing processes.
- **Identification of the 8 Wastes (DOWNTIME):** Participants will be able to identify and recognize the 8 wastes (Defects, Overproduction, Waiting, Not Utilizing Employee Skills, Transportation, Inventory, Motion, and Excess Processing) in real-world manufacturing scenarios.
- **Knowledge of the 3Ms:** Participants will understand the concepts of Muda (waste), Mura (unevenness), and Muri (overburden) and how they relate to waste reduction and process improvement.
- **Practical Gemba Walk Experience:** Participants will have practical experience conducting Gemba walks in the manufacturing facility, enabling them to observe and identify waste and inefficiencies on the shop floor.
- **Data Collection and Analysis Skills:** Participants will acquire skills related to data collection techniques, allowing them to gather relevant data for process improvement initiatives. They will also learn to analyze this data to identify areas for waste reduction.
- **Action Plan Development:** Through group activities and discussions, participants will develop actionable plans for waste reduction and process improvement in their own work areas or departments.
- **Awareness of Lean Tools:** Participants will be introduced to various Lean tools and techniques (e.g., 6S & Visual Management, Value Stream Mapping, and Standard Work) and their practical applications for improving manufacturing processes.
- **Real-World Application:** The workshop encourages participants to apply what they've learned in a real-world manufacturing setting. They will be better equipped to recognize, address, and communicate opportunities for improvement.

REQUEST A CONSULT:
INFO@LEANFOCUS.COM

How do I get started?

Schedule an 8 Wastes & 3Ms Kaizen Workshop

Take the first step toward workspace transformation. Contact us today to schedule a consultation and discover how eliminating the 8 Wastes & 3Ms can elevate your organization's operations.



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