

A joint collaboration between



# THE KAIZEN PROJECT

A Competency-Based Workplace Learning  
Project in Lean Thinking and Practice

In support of:

SKILLS *future*



# ABOUT **KAIZEN** IMPROVEMENT

The partnership with SkillsFuture Singapore (SSG), SMRT Corporation Pte. Ltd. (SMRT) and Singapore Institute of Technology (SIT) aims to develop manpower and promote Kaizen practices and solutions for local enterprises. We work with local companies to identify and address performance gaps with sustainable solutions for long-term productivity gains.

At the heart of Kaizen thinking is maximising customer value while minimising waste. Simply put, Kaizen practices create more value for businesses using fewer resources. It is efficiency at its finest.

## PROMOTING **KAIZEN** CULTURE, THINKING AND PRACTICE

### WHAT WE OFFER



- ▶ **Subsidised training fees**  
(Up to 90% from SSG for SMEs)



- ▶ **Expertise**  
From SIT Faculty



- ▶ **Specialised**  
Kaizen programmes



- ▶ **Grants**  
For collaborative projects

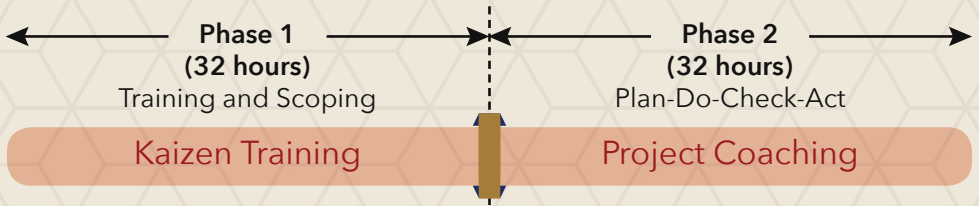


- ▶ **Networking opportunities**

### THE **KAIZEN** PROJECT

The Kaizen Project is developed to help local small and medium-sized enterprises (SMEs) apply Kaizen techniques with coaching provided by trained SMRT and SIT faculty and staff. This 3-month programme comprises classroom trainings, customised on-site Kaizen improvement activities and project coaching.

# KAIZEN PROJECT PHASES



Assessment will be conducted at the end of Phase 1 and 2. It includes both an individual component and a group project presentation component.

## THE *KAIZEN* PROJECT JOURNEY

- Problem scoping
- Introduction to Kaizen



Investigate current situation

Gemba walk



- Learn relevant Kaizen tools
- Perform root cause analysis
- Develop countermeasures



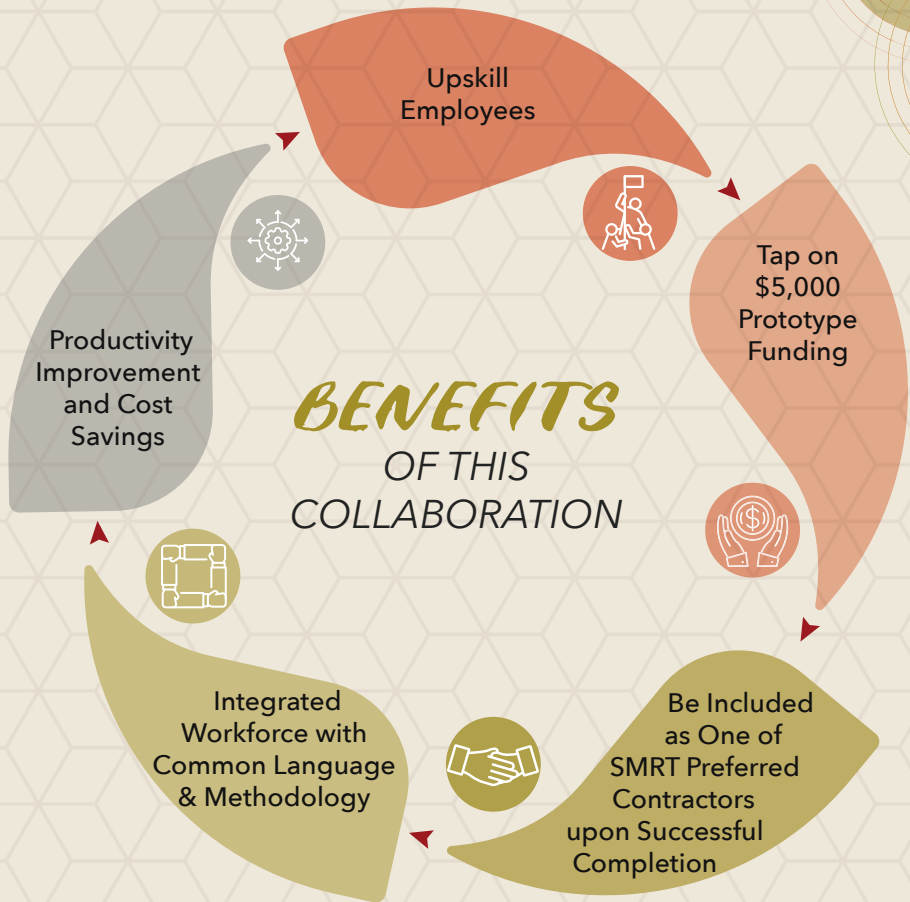
Experiment countermeasures

Plan-Do-Check-Act (PDCA)



**At the end of the programme, participants will have:**

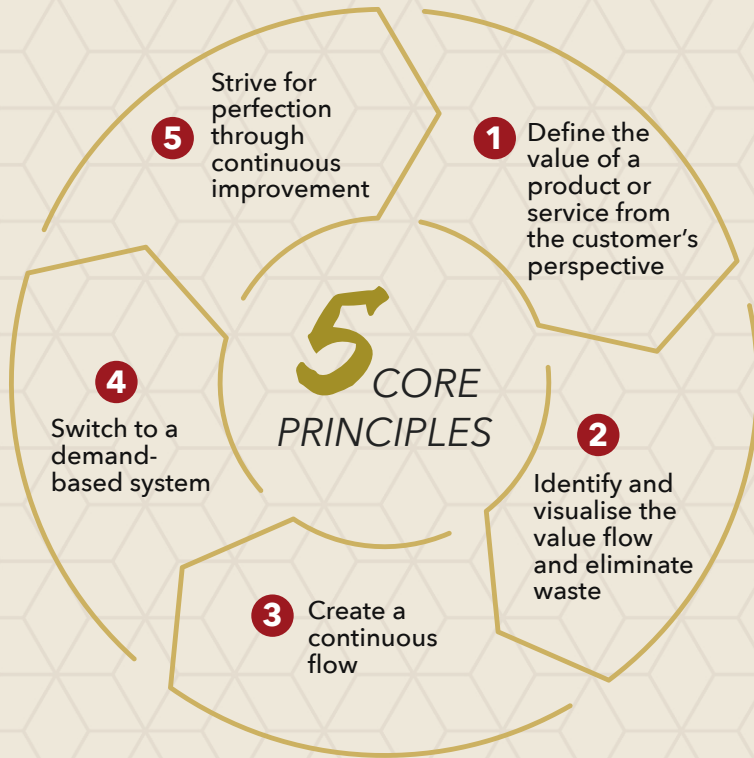
- Kick-started a culture of continuous improvement
  - Addressed a current company challenge
- Learnt a structured problem-solving methodology



## COURSE FEES

	SME	Non-SME
Full Course Fees	\$9,000	\$9,000
Subsidy from SSG *	\$8,100 (90%)	\$6,300 (70%)
Nett Course Fees	\$900	\$2,700
<b>TOTAL (inclusive 7% GST)</b>	<b>\$963</b>	<b>\$2,889</b>

*\*Subsidy will be granted only to Singapore Citizens or Singapore Permanent Residents who are hired in accordance to the Employment Act and who are fully sponsored by their company for the course.*



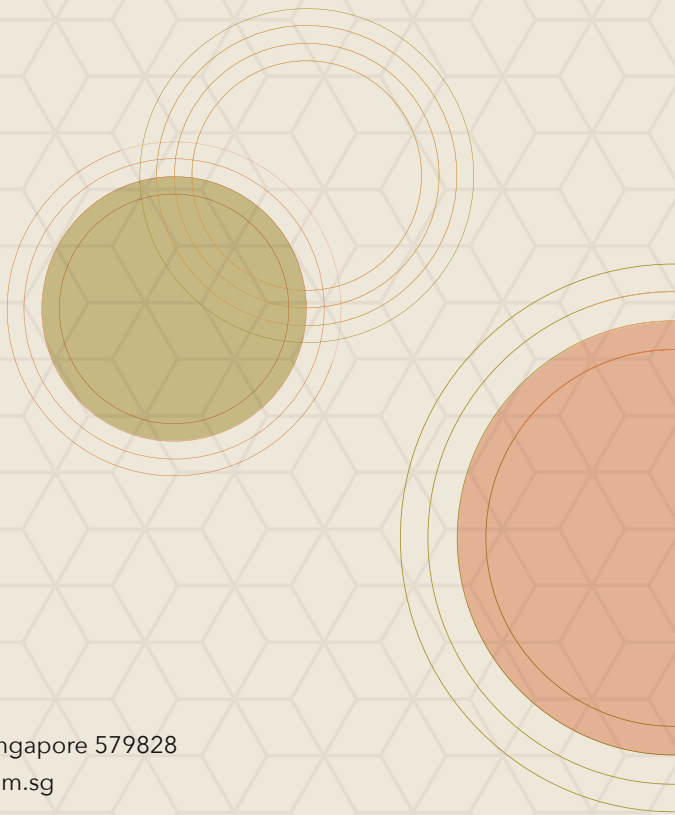
# KAIZEN FUNDAMENTALS

## Compulsory Core Topics (24 hours)

Introduction to the Kaizen Methodology	• Kaizen Evolution • 5 Core Principles
Essential Kaizen Fundamentals	• 8 Wastes • Root Cause Analysis • Gemba
Essential Kaizen Tools	• Value Stream Mapping • TAKT Time • 5S • Visual Management
Essential Kaizen Implementation Tools	• PDCA • A3


## Specialised Kaizen Topics (Up to 8 hours)

Topics to cater to project-specific requirements  
(E.g. Standard Work, Kanban, Jidoka, Performance Metrics, etc.)




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