Operational excellence

Kaizen: Leading a Rapid Improvement Workshop

One day to learn how to prepare, lead and close a Kaizen workshop: one team, one targeted problem, a few days of concentrated action and measured results. Preparation, team facilitation, action follow-up and presentation of results are practised on a topic from your site, so that the facilitator can launch their first workshop in the weeks that follow.

Duration : 1 day

Objectives

1. Explain what a Kaizen workshop is and when it is suitable
2. Prepare a workshop: topic, quantified target, scope, team, baseline data, logistics
3. Lead the team during the workshop: observation, ideas, quick trials, decisions
4. Follow up the remaining actions and measure the results after the workshop
5. Present the results to management and organise how they are sustained

Programme

Day 1 — morning

• Everyday Kaizen and the Kaizen workshop: two forms of the same approach

• Choosing a topic: visible problem, limited scope, result measurable within a few days

• Scoping sheet: objective, indicators, team, sponsor, constraints

• Typical course of a workshop: observation, analysis, trials, standardisation, presentation

Day 1 — afternoon (workshop)

• Workshop: the scoping sheet of a workshop on a topic from your site

• Leading the team: ground rules, turn-taking, quick decisions, disagreements

• Role-play: leading an idea-generation session and the choice of trials

• Following up the remaining actions after the workshop and presenting to management

• Knowledge test on preparing and leading a workshop

Teaching methods

• Scoping sheet completed on a real topic put forward by the site

• Facilitation role-plays, observed and commented on by the other participants

• Trainer feedback on the facilitator's posture

• Templates for scoping, action follow-up and presentation of results handed to participants

• Examples of workshops in production, logistics and administrative services

Assessment and documents

Knowledge test, end-of-course evaluation at D+1, numbered training certificate verifiable online and training report, with the scoping sheet of the first workshop prepared in the session.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To choose workshops from the whole flow, see « Value Stream Mapping (VSM) ». To lock in the results of a workshop, see « Standardisation and Work Instructions ».

Practical information

Duration	1 day
Audience	Continuous improvement facilitators, team leaders, supervisors, production and logistics management
Prerequisites	Lean basics recommended
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

What is the difference between a Kaizen workshop and a Green Belt project?

A Kaizen workshop deals in a few days with a problem whose causes are visible on the shop floor, with a team mobilised full time. A Green Belt project runs over several weeks or months and relies on data and statistical analysis.

Who can lead a Kaizen workshop?

A continuous improvement facilitator, a team leader or a methods engineer. Ideally they are not the direct line manager of the area: they need to get the team talking and stay neutral in the choices.

How long does a Kaizen workshop last?

Most often three to five days of concentrated action, preceded by preparation and followed by handling the remaining actions. The course teaches how to size the workshop according to the topic and the team's availability.