



Gemba Kaizen (Basic)

-Improvement activities in the work place-

Organized by The Association for Overseas Technical Scholarship (AOTS)
In cooperation with the Federation of AOTS Alumni Associations of India (FAAAI)

AOTS was founded in 1959 as the first organization in Japan to promote technical cooperation in the private sector, with the approval of the Ministry of International Trade and Industry (currently known as the Ministry of Economy, Trade and Industry, or METI). This training course, subsidized by the ODA budget of METI in FY2011, is implemented for Indian supervisors of Japanese companies operating in India and local companies having a business relationship with such Japanese companies.

Objective	1. To understand the necessity and importance of improvement activities in the workplace. 2. To understand "5S Activities", "Visual Management", and "3M Activities". To learn how to detect problems and apply kaizen in the workplace.	
Features	1. Shows learn how to conduct practical kaizen activities Participants will gain practical knowledge of gemba kaizen (improvement activities in the workplace) (5S activities, visual management and 3M activities) not only through lectures, but also through visits to plants, group exercises and video-based teaching materials. 2. Improves participants' practical implementation abilities in the workplaces Participants will put kaizen (improvement) activities into practice in their own workplaces, based on the knowledge gained in Part I of the collective training. Moreover, in Part II of the collective training, after presenting the results of their kaizen activities (examples), participants will learn how to ensure that kaizen activities become firmly established (are maintained) and are enhanced.	
Venue, Date & Time	Venue: Hotel Clarion Collection, Shaheed Jeet Singh Marg, New Delhi, IN, 110016 Phone: (91) 11 41200000 Fax: (91) 11 26968287 Date: Part I 3-4 August 2011 (Wed-Thu); Part II 26-27 September 2011 (Mon-Tue), Total of 4 days Time: 9:00-17:30 (on 3 August until 18:30)	
Participation Fee	Rs 12,000 plus service tax for Gemba Kaizen Part I (8,000) and II (4,000). Covers lunch and a textbook in English. A participation fee is collected to cover a part of the training expenses.	Target participants - Supervisors or leaders in workplaces where gemba kaizen is required. (Middle managers are also acceptable.) - Maximum number of participants: 35 people
Lecturer	Mr. Norio Suzuki, President of Consulting Bell Office Private Limited Graduated from Keio University, Faculty of Science and Technology, in 1978. While working for Yamaha Motor Co., Ltd., he gave instruction on improvement activities at the production site, IE improvement and factory improvement in and outside of Japan. In 1994 he left the company and has made good use of his experience in his consultant activities, which focus on the improvement of production sites both in Japan and abroad. He has also served as lecturer for AOTS management training courses and conducted seminars on improvement at work sites organized by the Institute for Small Business Management and Technology, Japan Management Association, etc.	
How to apply	Please fax the attached course application to: AOTS New Delhi Office Tel: (011)-2370-4122 Fax: (011)-2370-4123	Inquiries AOTS New Delhi Office Tel: (011)-2370-4122 Fax: (011)-2370-4123 Mr. Yasumi Suzuki, Mr. Ashish Mahajan E-mail: contact@aotsindia.com

Application Deadline: Wednesday, 20 July 2011

Early application is highly recommended, since only a limited number of participants can be admitted to the course. We may limit the number of participants from the same company, if we receive more applications than the maximum number allowed. We will inform you if your application is accepted or not by 27 July (Wed) 2011.

A guideline for preparation of assignment and invoice will be sent to the accepted applicants.

Course Contents (tentative)

Collective training

Improvement activities by participants at their own workplace

Step ② : Collective training (Part I)

1. Lecture: Japanese production management (TQM, TPS, TPM) and gemba kaizen
2. Lecture: The basics of production activities (production pyramid) and gemba kaizen
3. Lecture: What is gemba kaizen?
 - (1) 5S Activities
 - (2) Visual Management
 - (3) 3M Activities (muda (waste), mura (irregularity), and muri (strain))
4. Visit: Satyam Auto Components, Ltd.
5. Group Exercise: Things learned during the plant visit
6. Individual Exercise: Identifying problems in one's own workplace
7. Lecture: Key points in gemba kaizen and approaches to these
8. Individual Exercise: Improvement plan for one's own workplace

Step ① : Pre-assignment

Participants will give presentations about problems in their own workplaces and will take photographs of those workplaces

Step ③ : Kaizen Activities

Putting gemba kaizen activities into practice in one's own workplace



Summarizing examples of improvements

Step ④ : Collective training (Part II)

1. Presentation: Examples of improvements in one's own workplace
2. Lecture: Commentary and review of improvement examples
3. Lecture: Stepping up improvements
 - (1) What are the problems?
 - (2) Improvement procedures
 - (3) Improvement techniques
4. Lecture: Improvement and management of the production workplace
 - (1) QCD and 4Ms
 - (2) Improvements and management
5. Group Exercise: How to step up the examples of improvements
6. Individual Exercise: Plan for stepping up improvements in one's own workplace
7. Lecture: Overview and Q&A

Step ⑤ : Continuous Kaizen Activities

Implementing the plan for stepping up improvements

Continuation of kaizen activities

※Participants will be awarded a certificate upon completion of both Part I and Part II training.
※The training course will be carried out with Japanese/ English interpretation.