

# OPTIMIZING WORK EFFICIENCY IN THE OFFICE

~Enhance work performance and efficiency in the office environment with Kaizen tools and activities~

**To ensure the long-term survival and growth of a business, it is crucial to focus on continuous improvement to eliminate waste and increase productivity. However, in the office environment where repetitive tasks are common, are your employees experiencing complacency and accepting the following issues?**

- ◆ Making mistakes or wasting time due to disorganized documents and tools?
- ◆ Operating with outdated and inefficient work processes that waste valuable time?
- ◆ Having a desire to improve the workplace and productivity but not knowing where to start?
- ◆ Individuals initiate improvements, yet they are not standardized for widespread adoption, even if proven effective?

**Join the course to unlock unlimited potential and create an efficient and productive office work environment.**

## CONTENT

### Part 1: Introduction to Kaizen's concept

- ◆ Origins and benefits of Kaizen
- ◆ The difference between "Innovation" and "Kaizen - Continuous Improvement"
- ◆ Approaches to Identify objects for Kaizen ~ PQCDSELM, 4M, 3MU

### Part 2: Tools & Process of Kaizen

- ◆ Basic Kaizen principles - ECRS approach ~ Eliminate, Combine, Rearrange, Simplify
- ◆ 5S and Visual Management
- ◆ Seven types of waste
- ◆ Quick Changeover
- ◆ Process Improvement, Standardizing Processes

### Part 3: Kaizen proposal system and managing/motivating staff in Kaizen activities

- ◆ Kaizen proposal system and the evaluation of Kaizen proposals
- ◆ Standardization and Horizontal deployment

### Part 4: Summary and Action Plan

※The above content is subject to change without prior notices



## OBJECTIVES



- ➔ Be aware of the importance of Kaizen activities
- ➔ Acquire foundational knowledge to carry out kaizen activities, thereby gaining insights to identify objects for improvement in work
- ➔ Understand how to motivate employees in kaizen activities

## TARGET



- ☒ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

## METHOD



**30% theory, 70% practice** through group discussions, presentations, case studies, role-playing, games, etc.



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