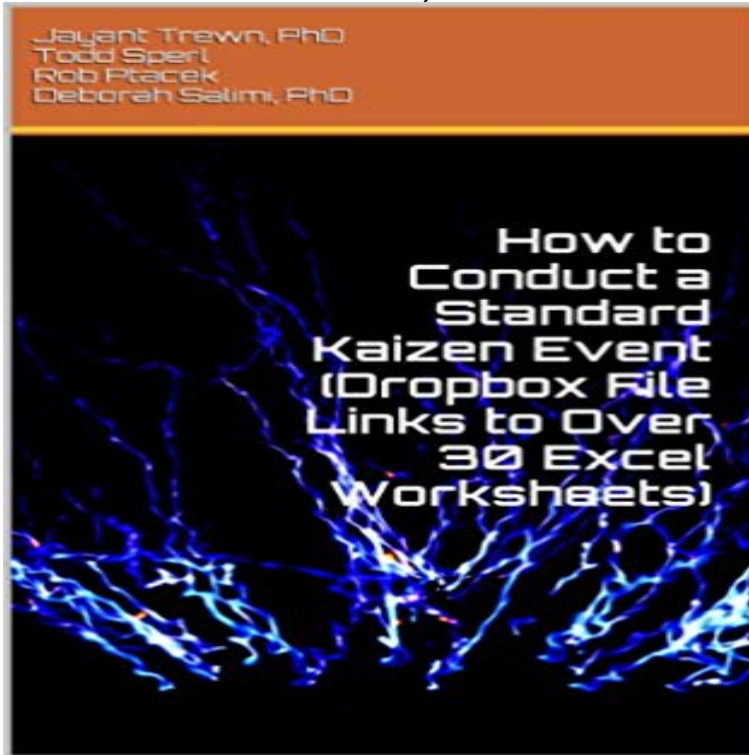


## How to Conduct a Standard Kaizen Event (Dropbox File Links to Over 30 Excel Worksheets)



How to Conduct a Standard Kaizen Event provides a simple and practical approach detailing how Lean (and Six Sigma) tools and concepts can quickly and efficiently be applied and managed to solve business problems and improve processes. The five types of Kaizen Events defined in this book are the: (1) Standard Kaizen Event, also referred to as a Kaizen Blitz, Rapid Improvement Event, or Standard 5 (or 3) Day Kaizen Event, (2) Rolling Kaizen Event, (3) Web Based Kaizen Event, (4) Today's Kaizen Event, and (5) Wiki (or Quick) Kaizen Event with the Standard Kaizen Event being thoroughly explained. How to Conduct a Standard Kaizen Event will certainly support, supplement, and/or enhance your current Kaizen or Lean thinking and, most importantly, the doing and sustaining. How to Conduct a Standard Kaizen Event has the following five chapters: Chapter 1. Introduction - Provides a general understanding on why this book was written as well as a fairly comprehensive overview of Lean and Six Sigma, and how they complement one another. Additional topics include Waste, Engaging Today's Workforce, Managing Change, Leadership and Coaching, and the A3 Report all critical components to a successful Kaizen Event. This chapter also includes a brief overview of the five types of Kaizen Events. Chapter 2. Standard Kaizen Event - Provides the detailed activities required to facilitate the Standard Kaizen Event. Each team-based Kaizen Event type is segmented into the Planning Phase, PDCA (Plan-Do-Check-Act) Implementation Phase, and the Follow-up Phase. Dropbox file links are provided for all worksheets and checklists. Chapter 3. Lean Six Sigma Tools - Provides a brief description of the Lean and Six Sigma tools. Chapter 4. Worksheets - Provides a full-size page view of the specific checklists, worksheets, and key matrixes referenced in each of the previous chapters.

The checklists and worksheets are available via the Dropbox file link located below each worksheet. Chapter 5. Kaizen Event Leadership - Provides a listing of common issues facing the leader of a Kaizen Event as well as suggested how-to leadership skills to address those issues. Even though this chapter is last in this book, it should be considered one of the most important.

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