



Kaizen...A Powerful Lean Tool

7:30 am – 8:00 am	Welcome & Introductions
8:00 am – 8:30 am	Brief Overview of the Spirit of Lean Principles
8:30 am – 9:30 am	Segue to Use of the Kaizen Tool and Instruction of How to do Kaizen
9:30 am – 9:45 am	Break
10:00 am – 10:45 am	Work on Kaizen Project – Team Breakout Session <ul style="list-style-type: none">○ Outline Plan○ Activity Worksheet○ Opportunity○ Current State○ Expected Goal
10:45 am – 11:45 am	Project Reports and Feedback
11:45 am – Noon	Wrap-Up