

Weekly Agenda

Breakfast available at hotel beginning at 6 am				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 Meet in Lobby 7:35 Depart				Check out of hotel 7:30 Meet in Lobby 7:35 Depart
7:55 Arrive at Host Site ❖8:00 Skills Introductory Remarks ❖Welcome & Agenda ❖Authentic Philosophy ❖Implementing Kaizen – Basic Concepts	7:55 Arrive at Host Site ❖Layout ❖Time Observations ❖Standard Worksheet ❖Yamazumi Chart	7:55 Arrive at Host Site ❖Simulation and Trystorming	7:55 Arrive at Host Site ❖Simulation and Trystorming ❖Prepare for Implementation	7:55 Arrive at Host Site ❖8:00 Practice Presentation ❖9:30 Team Presentations ❖Only If You're Serious ❖Closing remarks & Certificate Presentation
11:15 Lunch				11:30 Leave for Airport
❖Tools of Authentic Kaizen ❖Implementing Kaizen - Making Improvements ❖Prepare for Tomorrow on the Genba	❖Standardized Production Capacity Sheet ❖Standard Work Combination Sheet ❖Target Sheet 4:10 Daily Report Out	❖Simulation and Trystorming ❖Update Standard Work Tools ❖Prepare for Daily Report Out 4:10 Daily Report Out	❖Modify Work Area ❖Update Standard Work Tools ❖Plan for Final Report Out ❖Kaizen Illustrations No Daily Report Out	
4:30 Travel to Hotel				
5:00 Arrive at Hotel			Free Time	
Dinner on Your Own	Dinner on Your Own	Dinner on Your Own	7:00 Meet in Lobby Team Celebration Dinner	