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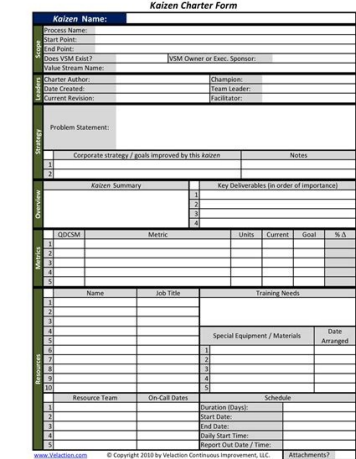
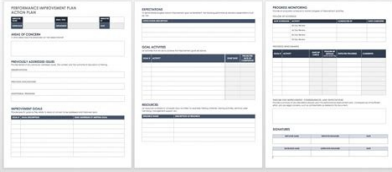
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INTRODUCTION ABOUT KAIZEN

Kaizen is a Japanese term that means continuous improvement, taken from words '**Kai**', which means **continuous** and Zen' which means **improvement**. Some translate 'Kai' to mean change and 'Zen' to mean good, or for the better. Kaizen is one of the most commonly used words in Japan.

**KAI+ZEN = CONTINUOUS IMPROVEMENT**



Title:				
Before		After		
Effect				
Name	ID #	Dept #	Supervisor	Date

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Kaizen Audit Form

Kaizen Name: _____							
Scope	Process Name: _____						
	Start Point: _____				Audit Timing (Days)		
	End Point: _____				Circle-> 30 60 90		
	Event Date: _____				Audit Date: _____		
Auditors	Audit/Team Leader: _____			Facilitator: _____			
	Champion/Exec: _____			Area Leader: _____			
	Audit Team Members: _____						
Standard Questions	#	Question	Response (Explain all 'No' answers)				
	1	Is the new process still in place (or further improved)?	Y	N			
	2	Is the new process formally documented?	Y	N			
	3	Are team members all trained on the new process?	Y	N			
	4	Are team members in the work area satisfied with post-kaizen support?	Y	N			
	5	Has there been any resistance or side effects from the kaizen?	Y	N			
	6	Are all kaizen newspaper tasks up to date?	Y	N			
Open Questions	7	What is the general perception of the kaizen results?					
	8						
Metrics	9						
	10						
		Metric	Units	Rep Out	30	60	90
	1						
	2						
Comments	3						
	4						
	5						
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Benefits of Continuous Improvement6. Another idea is to implement an automation tool within your organisation to reduce dependency on key personnel. But, continuous improvement isn't a one-and-done deal that a company performs and then forgets. For example, automation tools like SolveXia's system are designed such that processes are stored within the system and can be run by virtually anyone with access. The above continuous improvement examples and strategies can help you achieve your business goals. Like any type of process improvement, you want to remember to track and monitor any changes to ensure you are following towards improvement, rather than hurting any other part of the process. You can choose to run think tanks with an agenda in mind or at the very least, elicit the attendance of key personnel so that valuable ideas are discussed. Breakthrough Continuous Improvement5. With continuous process improvement, they can assess where the fees are too high and then work towards reducing costs and waste to make a process more efficient. As mentioned above, continuous process improvement doesn't always have a clear beginning and end. The upside of this type of improvement is that it is relatively cheaper and faster than breakthrough continuous improvement. So, incremental continuous improvement is beneficial so long as the person who fixes the mistake brings it up to the rest of the organisation. Breakthrough Continuous Improvement: Breakthrough continuous improvement happens the other way around. Whether it's from the basis of the data needed or the communication between the people who play a role in its completion. Reduce costs/waste:Project managers and executives have models and data to review the cost of every project. Types of Process Improvements3. But, even though it becomes a part of your business, it still requires strategy and methodology to impact change. Since continuous improvement becomes a way of operating, this means that everyone must be on board. With a continuous improvement example, as well as techniques, this article will showcase how you can help your business operate better. Business improvements not only benefit the bottom line, but they also improve quality, safety and both employee and customer satisfaction. 54% of continuous improvement enhancements increase customer satisfaction. Whether you know what you need to improve or not, this article will provide you with everything you need to know about continuous improvement, as well as implementation examples that could greatly benefit your organisation. Table of Contents1. It looks to standardise processes to reduce errors. 5 Continuous Improvement ExamplesNow that you understand what continuous process improvement is, it'll be helpful to see the theory applied in a business setting. Here's a look at five examples of continuous process improvement and where you can use it during your day-to-day practices:1. As such, every process needs to have someone who can be held responsible for its execution, but still requires the input and assistance of multiple people. This involves the assessment of current processes, products and services to ensure that output is maximised and waste is minimised. Continuous improvement benefits internal and external stakeholders, from employees to customers and investors alike. This could be in the form of automating approvals and reducing touch-points, thereby preventing potential bottlenecks and delays from occurring. 5. Ideation and Think Tanks: Initiating regular think tanks and ideation sessions can benefit your organisation. Being able to accurately measure and gauge how much time a process takes on behalf of your employees can offer insight into where you can optimise a process. For example, you can create rewards or develop an accessible system for employees to share feedback continuously. Continuous process improvement offers a method for your business to get better at any point in time. It's not only important to gain feedback from customers and vendors, but important and often overlooked is employee feedback. Surveys and Polls: The people who work within your organisation are the most well-versed to know where improvements can be made. Time Audits: One of the most significant resources wasted within a business is time. During these sessions, you can explain how processes are currently being run to see if there are places that need to be improved and changes to be made. In whatever capacity it may be, business improvements should be constant within an organisation. These are typically more substantial items for correction that require an entire team to implement. Benefits of Continuous Improvement Continuous improvement strives to accomplish two main goals, namely, streamline workflows and reduce waste. Manageable improvements: Set reasonable goals. Then, you can analyse how long processes take and find ways to eliminate wasted time. The automation tool is designed to be accessible to all relevant parties, and by automating data and processes, errors are inherently reduced. Incremental vs Breakthrough Continuous Improvement Continuous improvement can be made as you go or a full-fledged approach to tackle significant issues at once:Incremental Continuous Improvement: This type of process improvement is done as you recognise problems during a process. Catchball is a method of continuous improvement that requires the person who initiated a process to state its purpose and concerns to the others involved clearly. This could be a typo in a brochure or an error in data. A process called continuous improvement provides precisely this value. These always have room for improvement. Elicit Feedback: You should continuously seek feedback from customers, stakeholders and employees throughout your operations. Often, since technology is so intertwined with most business processes, a starting point is to discuss updates and new technology solutions geared towards optimisation. It uses statistics to measure deviations from a defined centre line on a control chart. Total Quality Management: With some similarity to Six Sigma, Total Quality Management (TCM) holds all involved parties responsible for producing quality outputs. How to Implement Continuous Process Improvement7. 5 Continuous Improvement Examples4. When setting out for improvement, you want to break down larger projects into smaller, measurable pieces. Catchball: Within organisations, processes are rarely started and completed by a single person. This can be done by empowering everyone within an organisation to understand that they can point out places for development to spark positive change. Types of Process ImprovementThere are various methods for process improvement. Rather than making a change during the process itself, it involves targeting the process for improvement and then strategically approaching the change as a united front. Not only is the process stored and will automatically run, but as the process runs, the system documents the steps it is taking to produce its output. 4. It defines what customers value from the process most to determine what can be eliminated from the production of a product to decrease waste and cut costs. Six Sigma: Six Sigma is a method that focuses on improving the quality of business processes. If the name doesn't give it away, let's drive this fact home - the method is continuous, as in, it does not have an end. Whether you choose to implement incremental or breakthrough changes or a mixture of both, you can help to reduce waste and optimise outcomes. Monthly Training: In big businesses, especially, it is common that each employee works within a silo or "swim lane." But, both cross-training and automation software can contribute to process improvement. Instead, it works best when it is part of the company culture and involves everyone within an organisation. Here are some considerations for how to make continuous process improvement the norm within your business: 1. So, creating a culture of improvement is a priority to make it work. Automation software like SolveXia can help to analyse current processes, as well as implement solutions that optimise operations. You can fix the error as you go; however, to ensure that the actual process moves forward in its next iteration without the same error requires that you communicate the change. There isn't a business leader out there that would say no to being able to improve their business. By polling your team, you can find out their pain points and find places for improvement. In this way, they can then "throw" it out to the group for feedback and ideas for improvement, yet the single person remains responsible for its completion. The above are just some ideas to get continuous improvement going within your organisation. Here's a look at some areas that breed waste within the business that often have room for improvement:Timeliness: System downtimes, approvals and bottlenecks of information Errors: Manual data entry errors, invoice errors People: Underutilised workforce, excessive management and micromanagementProduction: Overproduction of printed documents before necessary All of the above are just baseline examples of what many businesses face. For example, if you can train employees to know how to do multiple jobs, then if someone is absent because of sickness or vacation, a process remains unharmed. Motivate employees: Not only should you breed a culture where each employee feels empowered to notice inefficiencies and offer solutions, but you should also develop a rewarding culture to be motivational. We'll briefly define three kinds and then move into examples of continuous improvement. LEAN Technology: Created by Toyota to optimise its production cycle, LEAN improvement is customer-focused. Say you are running a process and notice a mistake. You can consider it to be like a way of life, rather than something new you might try once. For example, automation solutions are becoming increasingly necessary for businesses to remain competitive. 2. It's as simple as using software to time a process. This will help to reduce overwhelm, as well as keep everyone involved on the right track to succeed. 2. It's aimed at limiting the variation in processes to ensure consistency and increase performance. With its roots in manufacturing, continuous improvement is a method that strives to locate opportunities for ensuring efficiency, continuously. It's a method that becomes a part of a business' ongoing operations. Incremental vs. What is Continuous Improvement?2. The Bottom Line What is Continuous Improvement? First things first, let's define what continuous improvement means. As a business leader, you spend most of your time on the big picture, so the smaller details that significantly affect your business' outputs can go unnoticed without such insight. 3. This feedback will not only help locate opportunities for improvement, but it can also offer new perspectives and breed new ideas. 3. Together, these work to reduce costs and optimise outputs, whether that be the quality of a product or service. Streamline workflow: Most processes require multiple touchpoints or parties involved. In every case, an automation tool like SolveXia can assist in eliminating waste and helping with continuous improvement.



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