

Resource Person



Mr. Prakash Yardi is a seasonal Kaizen professional with more than 40 years of hands on engineering experience.

The Program Co-organizer- Nepal AOTS is a non-government and non-profit organization of the ex-trainees of The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS), previously known as HIDA and Center of International Cooperation for Computerization (CICC), Japan and AOTS / HIDA Alumni from different countries. Nepal AOTS was formally established in 1991 with the objective of human resource development in management and technical fields in Nepal through various activities in line with its parent organization.

Fee structure:

NPR 6,000 (Rupees Six Thousand only) per participant for One day Training

*Fee includes Lunch, Tea, Training Resource Pack and Certificate

Date: 16th November 2017

Time: 9:00 AM to 5:00 PM

Venue: Hotel Yellow Pagoda, Kantipath Kathmandu

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Nepal AOTS Alumni Society



Executive Learning Initiative

Training On
Office Kaizen and Office
5 'S' Concept

The primary area of CNI to work is encouraging positive competition and competent management among the industries, promoting domestic and foreign investment, and creating employment opportunities in the country's industrial and corporate sector. Along with research and development in the varieties of issues of economy CNI has been working for capacity enhancement in the areas of operations management, logistics and supply chain management, marketing management, public relations and communications, industrial relations, taxation among others.

A one day training program on Office Kaizen and Office 5 'S' concept has been planned jointly by CNI and AOTS, Nepal in achieving the objective of an overall capacity building of an organization through HR enhancement.

What Is Kaizen?

Kaizen is a Japanese word meaning continuous improvement. It's made up of two characters in Japanese: kai, which means 'change,' and zen, which means 'good.' It's used to describe a company culture where everyone, from the CEO to the front desk clerk, regularly evaluates his or her work and thinks of ways to improve it. The concept is that small steps on a regular basis will lead to large improvements over time.

Kaizen is a slow but ongoing process of improvement, not a 'blitz' or quickly implemented set of changes. The improvements are suggested by the person doing the work, not an outside evaluation team. If a worker has a problem to address or is considering whether a change will make sense, he should pull in several team members for a quick discussion and brainstorming session and then decide what to do from there.

Curriculum

During the Training program the resource person will highlight on these areas:

- Session 1 -- Understand Office Kaizen and Cost saving concept
- History and Evolution of 5 'S' in Office
 - Management Role in Office Kaizen & in Office 5 'S'
 - What is 5 'S' – Meaning
 - Identify & eliminate waste in Office
 - Office 5 'S' Importance – How JIT journey starts from 5 'S'
 - Time Management in Office – How to do it ?
 - 5 'S' Film – How to work for reducing time in Office ?
- Session 2 -- How to Plan and get Office Kaizen and 5 'S' candidates ?
- 5 'S' Implementation 10 Steps - Foundation of Activity
 - 5 'S' must be Habit - Case study- How Useful at Office
 - How to Improve one Area in Factory with 5 'S' work
 - How to Audit of 5 'S' and check Sustenance
 - Customer Quality Complaint Monitoring
 - What Projects can be taken in Office Area – List Of Projects
 - Case study and Questions & Answers



Objectives

The main objective of the training is to enhance operational efficiency and competitiveness of Nepalese industries through improved capacity of high, mid and operational level managers.

The specific objectives are:

- Time Saving OR quick response to Internal Customers
- Increase Productivity in office Areas
- Improve Quality in various activities of Office
- Quick Response to Customer Complaints
- Ways to find out Projects of Cost Saving in Office Areas.
- Time management for Office activities-Essential factor to work in office

Beneficiary

High, mid and operational level managers, executives/officials, who are responsible for organizational growth..

Outcome

- The training program will enhance the skills in 'Office Kaizen and Office 5 'S' Concepts' of the participants, which will lead the organization with better competitiveness in domestic and the regional market.
- Experience sharing of the neighboring countries with regard to Office Kaizen.