

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Kaizen Practitioner Professional



LAPT — London Academy of Professional Training

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Reference MSPC-KZ-01 • Management Centres

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AT A GLANCE

REFERENCE	MSPC-KZ-01
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Data Analysis for Improvement

5 chapters · 30 classes85 marks

• 1 Understanding Data Types in Kaizen Context — 6 classes

› 1.1 Identify and Distinguish Between Quantitative and Qualitative Data

› 1.2 Explore Examples of Nominal and Ordinal Data in Kaizen

› 1.3 Analyze Interval and Ratio Data Types for Process Improvement

› 1.4 Convert Real-World Scenarios into Data Types for Kaizen Applications

› 1.5 Evaluate the Importance of Data Accuracy in Kaizen Initiatives

› 1.6 Apply Data Type Understanding to Create a Kaizen Improvement Plan

• 2 Basic Statistical Techniques for Data Analysis — 6 classes

› 2.1 Understand Measures of Central Tendency

› 2.2 Explore Measures of Dispersion and Their Importance

› 2.3 Apply Probability Concepts to Data Analysis

› 2.4 Utilize Data Visualization Techniques for Interpretation

› 2.5 Conduct Hypothesis Testing for Decision Making

› 2.6 Implement Statistical Software for Data Analysis

• 3 Visualizing Data for Better Decision Making — 6 classes

› 3.1 Identify Key Data Insights Through Visualization

› 3.2 Choose Appropriate Visualization Techniques for Data Types

› 3.3 Create Effective Charts and Graphs for Clarity

› 3.4 Design Interactive Dashboards for Real-Time Analysis

› 3.5 Interpret Visual Data to Inform Decision-Making Processes

› 3.6 Present Visualized Data to Stakeholders for Impactful Communication

• 4 Root Cause Analysis through Data Interpretation — 6 classes

› 4.1 Identify Key Data Sources for Root Cause Analysis

› 4.2 Collect and Organize Data Effectively

› 4.3 Analyze Data Trends to Recognize Patterns

› 4.4 Utilize Statistical Tools for Root Cause Identification

› 4.5 Develop Hypotheses from Data Insights

› 4.6 Create Action Plans Based on Root Cause Findings

• 5 Implementing Continuous Improvement through Data Review — 6 classes

› 5.1 Identify Key Performance Indicators for Continuous Improvement

› 5.2 Gather and Validate Data for Effective Decision Making

› 5.3 Analyze Data Trends to Identify Improvement Opportunities

› 5.4 Utilize Data Visualization Techniques to Enhance Understanding

› 5.5 Develop Action Plans Based on Data Insights

› 5.6 Review and Adjust Strategies Through Continuous Feedback Loops

• 1 Understanding Kaizen Philosophy and Principles — 6 classes

- › 1.1 Define and Explore Kaizen Philosophy
- › 1.2 Identify Key Principles of Kaizen
- › 1.3 Analyze the Benefits of Kaizen in Organizations
- › 1.4 Differentiate Between Kaizen and Traditional Management Practices
- › 1.5 Discuss Real-World Applications of Kaizen Principles
- › 1.6 Create an Action Plan for Implementing Kaizen in Your Team

• 2 Identifying Waste: The Seven Types of Waste — 6 classes

- › 2.1 Understand the Concept of Waste in Kaizen
- › 2.2 Identify Overproduction and Its Impact
- › 2.3 Explore Waiting Time and Its Consequences
- › 2.4 Recognize Excess Inventory and Its Costs
- › 2.5 Assess Defects and Their Root Causes
- › 2.6 Analyze Motion Waste and Optimize Efficiency

• 3 Kaizen Tools and Techniques for Improvement — 6 classes

- › 3.1 Identify Key Kaizen Tools for Continuous Improvement
- › 3.2 Apply the 5 Whys Technique to Problem Solving
- › 3.3 Utilize Value Stream Mapping for Process Analysis
- › 3.4 Implement the PDCA Cycle for Ongoing Improvement
- › 3.5 Create a Fishbone Diagram for Root Cause Analysis
- › 3.6 Design Action Plans Using Kaizen Events for Team Collaboration

• 4 Implementing Kaizen: Planning and Engagement — 6 classes

- › 4.1 Define Key Objectives for Kaizen Implementation
- › 4.2 Identify Stakeholders and Build Engagement Strategies
- › 4.3 Develop a Structured Plan for Kaizen Activities
- › 4.4 Create Communication Channels for Continuous Feedback
- › 4.5 Establish Metrics for Monitoring Progress and Success
- › 4.6 Facilitate Interactive Workshops for Team Involvement

• 5 Sustaining Continuous Improvement: Metrics and Culture — 6 classes

- › 5.1 Define Key Metrics for Continuous Improvement
- › 5.2 Analyze Current Performance Metrics
- › 5.3 Develop a Framework for Cultural Change
- › 5.4 Identify Barriers to Sustaining Improvement
- › 5.5 Implement Continuous Feedback Loops
- › 5.6 Create an Action Plan for Sustained Improvement

• 1 Understanding Change Management Frameworks — 6 classes

- › 1.1 Define Key Concepts in Change Management Frameworks
- › 1.2 Explore the Stages of Change Management Processes
- › 1.3 Identify Different Change Management Models and Their Applications
- › 1.4 Analyze the Role of Leadership in Change Initiatives
- › 1.5 Develop Strategies for Effective Stakeholder Engagement
- › 1.6 Apply Change Management Frameworks to Real-World Scenarios

• 2 Identifying Opportunities for Improvement — 6 classes

- › 2.1 Define Key Metrics for Improvement Opportunities
- › 2.2 Analyze Current Processes for Inefficiencies
- › 2.3 Utilize SWOT Analysis to Identify Strengths and Weaknesses
- › 2.4 Gather Stakeholder Feedback to Uncover Improvement Areas
- › 2.5 Prioritize Improvement Opportunities Using Impact Assessment
- › 2.6 Develop an Action Plan for Implementing Improvements

• 3 Engaging Stakeholders in Change Initiatives — 6 classes

- › 3.1 Identify Key Stakeholders in Change Initiatives
- › 3.2 Analyze Stakeholder Needs and Concerns
- › 3.3 Develop a Stakeholder Engagement Plan
- › 3.4 Communicate Effectively with Stakeholders
- › 3.5 Involve Stakeholders in the Change Process
- › 3.6 Evaluate Stakeholder Feedback and Adjust Strategies

• 4 Implementing Continuous Improvement Strategies — 6 classes

- › 4.1 Identify Opportunities for Continuous Improvement
- › 4.2 Analyze Current Processes Using the PDCA Cycle
- › 4.3 Develop Effective Measurement Metrics for Improvement
- › 4.4 Engage Stakeholders in the Change Process
- › 4.5 Implement Change Initiatives with a Continuous Feedback Loop
- › 4.6 Evaluate and Sustain Long-term Improvement Outcomes

• 5 Measuring and Sustaining Change Outcomes — 6 classes

- › 5.1 Define Key Performance Indicators for Change Initiatives
- › 5.2 Develop a Measurement Framework for Change Outcomes
- › 5.3 Collect and Analyze Data on Change Implementation
- › 5.4 Evaluate the Effectiveness of Change Initiatives
- › 5.5 Identify Strategies for Sustaining Change Over Time
- › 5.6 Create an Action Plan for Continuous Improvement

• 1 Understanding Process Improvement: Principles and Frameworks — 6 classes

- › 1.1 Define Key Concepts in Process Improvement
- › 1.2 Identify Common Process Improvement Frameworks
- › 1.3 Analyze the Benefits of Process Improvement
- › 1.4 Explore Principles of Continuous Improvement
- › 1.5 Apply Process Mapping Techniques to Real Scenarios
- › 1.6 Evaluate the Effectiveness of Process Improvement Initiatives

• 2 Identifying Process Waste: Tools and Techniques — 6 classes

- › 2.1 Identify Common Types of Process Waste
- › 2.2 Analyze the Impact of Waste in Processes
- › 2.3 Introduce the 7 Wastes Framework
- › 2.4 Utilize Value Stream Mapping to Spotlight Waste
- › 2.5 Apply the 5 Whys Technique for Root Cause Analysis
- › 2.6 Develop an Action Plan to Eliminate Identified Wastes

• 3 Data-Driven Decision Making in Process Improvement — 6 classes

- › 3.1 Understand Key Metrics for Process Improvement
- › 3.2 Collect and Analyze Data for Decision Making
- › 3.3 Utilize Data Visualization Tools in Process Analysis
- › 3.4 Identify Trends and Insights from Process Data
- › 3.5 Develop Data-Driven Improvement Strategies
- › 3.6 Evaluate the Impact of Changes Using Data Metrics

• 4 Implementing Kaizen: Strategies and Best Practices — 6 classes

- › 4.1 Define Key Principles of Kaizen for Effective Implementation
- › 4.2 Identify Common Barriers to Implementing Kaizen Strategies
- › 4.3 Analyze Case Studies of Successful Kaizen Practices in Various Industries
- › 4.4 Develop a Step-by-Step Plan for Initiating Kaizen in Your Organization
- › 4.5 Collaborate with Stakeholders to Foster a Kaizen Culture
- › 4.6 Evaluate and Measure the Impact of Kaizen Initiatives on Process Improvement

• 5 Sustaining Improvements: Culture and Continuous Learning — 6 classes

- › 5.1 Identify Key Elements of a Continuous Improvement Culture
- › 5.2 Evaluate Current Organizational Practices for Learning and Improvement
- › 5.3 Design Strategies to Foster Collaborative Learning Environments
- › 5.4 Implement Tools for Ongoing Feedback and Reflection
- › 5.5 Develop a Continuous Learning Framework for Teams
- › 5.6 Create an Action Plan to Sustain Improvement Initiatives

• 1 Fundamentals of Project Management in Kaizen — 6 classes

- › 1.1 Define Key Concepts in Project Management for Kaizen
- › 1.2 Identify Phases of a Kaizen Project Lifecycle
- › 1.3 Explore Tools and Techniques for Effective Project Planning
- › 1.4 Understand Roles and Responsibilities within a Kaizen Team
- › 1.5 Analyze Risks and Develop Mitigation Strategies in Kaizen Projects
- › 1.6 Implement a Kaizen Project: From Theory to Practice

• 2 Planning and Design of Kaizen Projects — 6 classes

- › 2.1 Define Kaizen Principles for Project Planning
- › 2.2 Identify Stakeholders and Their Roles in Kaizen Projects
- › 2.3 Develop SMART Objectives for Kaizen Initiatives
- › 2.4 Create a Project Timeline for Kaizen Implementation
- › 2.5 Design Effective Communication Strategies for Kaizen Teams
- › 2.6 Evaluate and Adjust Plans Based on Project Feedback

• 3 Execution Techniques in Kaizen Implementations — 6 classes

- › 3.1 Understand the Fundamentals of Kaizen Execution Techniques
- › 3.2 Identify Key Stakeholders in Kaizen Projects
- › 3.3 Develop a Step-by-Step Execution Plan for Kaizen
- › 3.4 Utilize Tools and Techniques for Effective Kaizen Implementation
- › 3.5 Measure and Evaluate Kaizen Execution Outcomes
- › 3.6 Facilitate Continuous Improvement and Feedback Loops in Kaizen

• 4 Monitoring and Evaluation of Kaizen Projects — 6 classes

- › 4.1 Understand Key Metrics for Kaizen Project Evaluation
- › 4.2 Develop Monitoring Strategies for Continuous Improvement
- › 4.3 Implement Data Collection Techniques in Kaizen Projects
- › 4.4 Analyse Project Data to Measure Success and Failure
- › 4.5 Use Feedback Loops to Enhance Project Outcomes
- › 4.6 Create an Action Plan Based on Evaluation Results

• 5 Sustaining Improvements and Scaling Kaizen Projects — 6 classes

- › 5.1 Identify Key Metrics for Sustaining Kaizen Improvements
- › 5.2 Develop a Plan for Regular Improvement Reviews
- › 5.3 Engage Stakeholders for Continuous Kaizen Participation
- › 5.4 Create a Feedback Loop for Ongoing Project Adjustments
- › 5.5 Scale Successful Kaizen Practices Across Teams
- › 5.6 Implement Training Modules for Sustained Kaizen Culture

• 1 Understanding Sustainability Principles in Kaizen — 6 classes

- › 1.1 Define Sustainability in the Context of Kaizen
- › 1.2 Identify Key Principles of Sustainable Practices
- › 1.3 Analyze the Relationship Between Kaizen and Sustainability
- › 1.4 Evaluate Real-World Examples of Sustainable Kaizen
- › 1.5 Develop a Personal Action Plan for Sustainable Improvements
- › 1.6 Implement Sustainability Principles in a Kaizen Project

• 2 Measuring and Analyzing Improvement Outcomes — 6 classes

- › 2.1 Define Key Metrics for Improvement Outcomes
- › 2.2 Collect Data on Improvement Initiatives
- › 2.3 Analyze Data to Identify Trends and Patterns
- › 2.4 Evaluate the Effectiveness of Changes Made
- › 2.5 Communicate Improvement Outcomes to Stakeholders
- › 2.6 Develop Action Plans for Future Improvements

• 3 Integrating Sustainability into Kaizen Practices — 6 classes

- › 3.1 Define Sustainability in the Context of Kaizen Practices
- › 3.2 Identify Key Principles of Sustainable Improvement
- › 3.3 Assess Current Kaizen Practices for Sustainability Integration
- › 3.4 Develop Strategies for Incorporating Sustainability in Kaizen Events
- › 3.5 Create a Sustainability Action Plan for Kaizen Initiatives
- › 3.6 Evaluate the Impact of Sustainable Kaizen Practices on Organizational Performance

• 4 Engaging Stakeholders for Sustainable Improvements — 6 classes

- › 4.1 Identify Key Stakeholders for Sustainable Improvements
- › 4.2 Analyze Stakeholder Needs and Expectations
- › 4.3 Develop Effective Communication Strategies with Stakeholders
- › 4.4 Facilitate Collaborative Engagement for Improvement Initiatives
- › 4.5 Measure Stakeholder Impact on Sustainability Outcomes
- › 4.6 Craft a Stakeholder Engagement Plan for Future Improvements

• 5 Continuous Improvement and Sustainability Strategies — 6 classes

- › 5.1 Define Continuous Improvement and Its Importance in Sustainability
- › 5.2 Explore Key Principles of Kaizen for Sustainable Practices
- › 5.3 Identify Tools and Techniques for Continuous Improvement
- › 5.4 Analyze Case Studies of Successful Sustainable Improvements
- › 5.5 Develop a Personal Action Plan for Implementing Kaizen Principles
- › 5.6 Measure the Impact of Continuous Improvement Initiatives on Sustainability