



Kaizen Approach to 5S: Boosting Business Efficiency



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OVERVIEW

Improve workplace efficiency using Kaizen principles - a Japanese term emphasising continual improvement process at work.

Kaizen signifies working smarter together and developing best practices so that the workers' well-being is looked after.

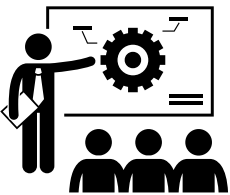
The Kaizen journey begins down the road to improvement, a road that is sometimes bumpy and sometimes a superhighway. It is a road that never ends. It is never dull or unchallenging. It is exciting, enlightening and most of all fun! It's a chance to do things in ways that are new to many people. It's a chance for everyone to be recognized, to contribute and to excel.

In the past, one of the complaints heard universally throughout companies is that "No one ever listens to me when I try to tell them how to fix something." Or "Management thinks we're all a bunch of dummies, and aren't smart enough to make good decisions." Can it be any wonder that workers aren't too eager to submit improvement suggestions when they know they will never be implemented? Kaizen changes the paradigms of management to solicit contributions and suggestions and to implement them while the enthusiasm is high and the critiques haven't had time to object.

WHO SHOULD ATTEND?

- Operation Managers
- HR Managers
- Productivity Practitioners
- New Managers
- Managers
- Process Owners, Heads of Department, Project Leaders
- Project Team Members
- Anybody who wishes to gain awareness on the pursuit of Kaizen as a corporate culture and to provide an overall understanding of the Kaizen concepts and methodologies

METHODOLOGY



The course will be delivered through a combination of Metaphoric and Learning-By-Doing approach, where the participants will be expected to go through various cases, examples, and scenarios which interact with the subject itself. Active learning activities are included to allow participants the opportunity to be fully engaged.

PROGRAMME DETAILS

DATE	TIME
Day 1 & 2	8:30 am - 12:00 pm 1:30 pm - 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Introduction to Kaizen

- Discussion on a Kaizen Case
- A look at Kaizen: introduction and concept
- Examples in daily life & work
- 2 elements of Kaizen: Workshop on these
- Why do it? Implementation benefits
- The 3 supporting “legs” of Kaizen: Waste reduction, 5S, Standardisation

LEG 1: Waste Reduction

- Introduction: pictures and videos
- Demystify terms such as “waste” and “non-Value add” jobs?
- How to tell if you have wastes or not?
- Workshop practice: “depth” of wastes
- “Coloured” approach towards improvement in processes
- Waste reduction techniques and ideas

LEG 2: 5S

- What is 5S?
- Why do it? Benefits of 5S
- The 5 elements of 5S
- Each with examples
- Tools for managing 5S
- Workshop activity

LEG 3: Standardization

- Introduction: What is Standardisation?
- Commonly incomplete grasp on Standardisation
- Daily lives: examples
- Workshop activity

Employee Involvement: improvement and problem solving

- Types of involvement
- Suggestion programs
- Small Group Activity (SGA) & Quality Control Circle (QCC)
- What is QCC?
- What is Stopping Employees from participating actively?
- Concept of Empowerment

LEARNING OUTCOMES

Learn how Kaizen can not only enrich peoples' lives at all levels within an organisation, but also bring very tangible results in increased production and productivity.

- Understand the concepts and implementation of Kaizen
- Have a working knowledge of the 3 legs supporting continuous improvement
- Enhance their awareness of wastes reduction
- Increase employee participation in problem solving
- Implement the many step-by-step measures in various Kaizen activities
- Use Kaizen to support tangible improvement and link to Value Stream Mapping

Kaizen benefits:

- Reducing costs.
- Increase & Boost quality by reducing mistakes.
- Managing different kinds of people, from tough bosses and listless workers to stubborn clients and fussy customers.
- Boost staff morale and productivity.
- Implement big ideas through small but steady actions.



PROGRAMME LEADER

MR. ANDREW CHEAH

Mr. Andrew Cheah has been a trainer and management consultant since 1991, specializing in the areas of Strategic Thinking, Leadership Transformation, Lean, QC Tools, VSM, 8D Problem Solving, performance management, productivity improvement, behavioral change, and Critical & Creative Thinking. Andrew has trained clients from such diverse industries (see list below) as banking, insurance, hospitality, sales and distribution, manufacturing, food, property development, government/public services, and higher education. Being tri-lingual (English, Mandarin, and Malay Languages), and has extensive regional exposure in Singapore, United Arab Emirates, Malaysia, Hong Kong, China, Thailand, Indonesia and Vietnam. In addition to training, Andrew has guided and provided consulting services to clients, leading to one of them winning the prestigious Malaysian National Productivity Award (1999) presented by the 2-time Malaysian Prime Minister, Tun Dr. Mahathir. The award is for productivity enhancement through many areas such as continuous improvement, cost and waste reduction.

In addition to writing articles for the premier English newspaper in Singapore (the Straits Times), Andrew has been invited to speak at events such as International Conference on Best Practices, which was graced by senior officials from the Ministry of International Trade and Industry (MITI), sharing the stage with Professor Michael Gregory of the University of Cambridge, Mr Dieter Heyl (2007 Vice President of Mercedes Benz Malaysia), and Dr Marcus Chao, President of Lean China Enterprise Inc.

Andrew has an MBA degree qualification with the University of Portsmouth, UK. At the professional level, Andrew has a certificate in Blue Ocean Leadership Masterclass, as well as Leading Dimensions Profiling Trainer Certification (LDP certified). In addition to being a qualified ISO9000 assessor, his experience in international consultancy has also earned him a membership with the Association of Productivity Specialist (New York).

KAIZEN APPROACH TO 5S: BOOSTING BUSINESS EFFICIENCY



To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your preferred dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$1250.00	<input type="checkbox"/> \$1350.00
	10% off for a group of 4	

Please tick your preferred dates: 13 – 14 Aug 2025 17 – 18 Sept 2025 15 – 16 Oct 2025

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

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Position: Department:
E-mail: Phone:

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Position: Department:
E-mail: Phone:

APPROVING OFFICER

Name: Email:
Position: Department:

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance / completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BILIF

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.



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Events

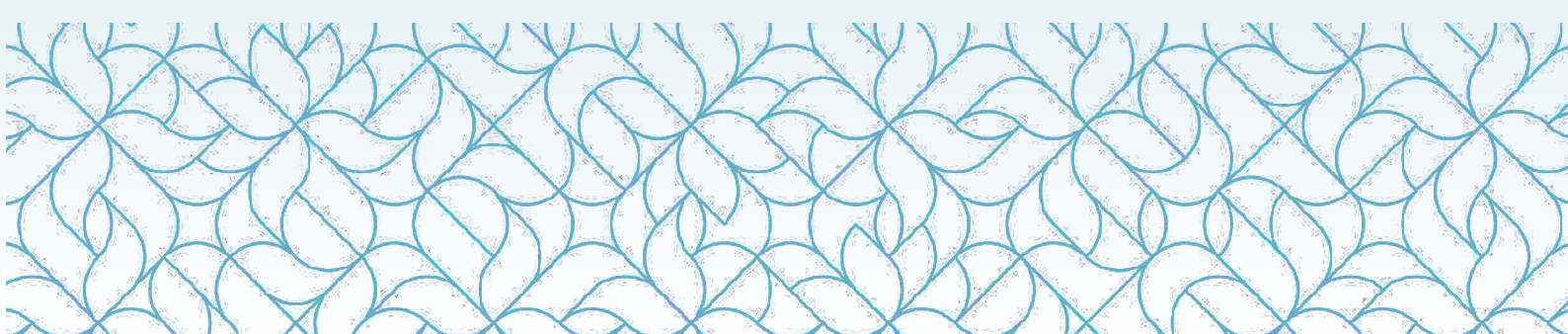
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