

KAIZEN EVENT MISTAKES TO AVOID



1 DON'T START UNTIL YOU HAVE A MEASUREABLE GOAL AND A SPONSOR FROM MANAGEMENT

Goal:

Sponsor:

2 DON'T FORGET TO TRAIN YOUR TEAM ON THE KAIZEN PROCESS AND LEAN TOOLS

Training needed:

- | | |
|---|---|
| <input type="checkbox"/> Learning to See Waste | <input type="checkbox"/> Visual Management & 5S |
| <input type="checkbox"/> Creating Process Maps | <input type="checkbox"/> Standard Work |
| <input type="checkbox"/> Root Cause Analysis | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Kaizen Rapid Improvement | |

3 DON'T HAVE MORE THAN ONE C.A.V.E PERSON ON AN EVENT (Citizen Against Virtually Everything)

4 DON'T TRY TO ACCOMPLISH TOO MUCH. Stay focused by using a "parking lot" for ideas out of scope

5 DON'T LET ONE PERSON DOMINATE THE EVENT Ask for input and participation from everyone

6 DON'T FORGET TO REFLECT ON YOUR KAIZEN EVENT Use a post event evaluation

7 DON'T FORGET TO CELEBRATE SUCCESS Take before and after pictures of the process and team

8 DON'T LIMIT IMPROVEMENT TO YOUR EVENTS Allow lots of improvements to happen daily