

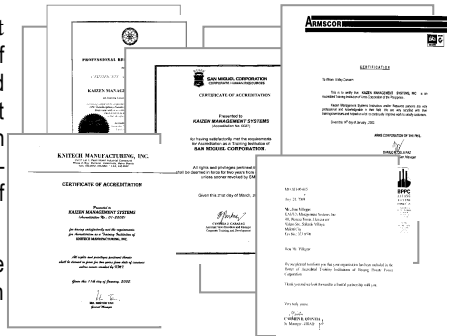
Corporate Profile:
Kaizen Management Systems, Inc.
 www.kaizenmgtsys.com

Year Established: 1992	Type of Organization : Corporation (under SEC)		
Business: Management Consulting, Training, Design & Automation of Production, Kaizen-6 Sigma Certification			
Address 1: 1604 Zinnia North Tower, Quezon City			
Address 2: Unit 108, Lourdes Cond, Panay Avenue, Quezon City			
Telephone: (632) 236-4761 / 09773731108 / 09279233557			E-mail1: kaizen.system@yahoo.com
Website: www.kaizenmgtsys.com		Ownership: 100% Filipino	E-mail2: jsv@kaizenmgtsys.com
Authorized Capitalization: P500,000.00 (fully paid)		TIN #: 002-074-896-000-VAT	
President Consulting Director: Jose S. Villegas		VP & Director of Int'l Operations: Enrico C. Mina	
Events Manager: Julie Ann A. Fabro		Legal Counsel: Atty. Cielo Martinez	Total # of Consultants & Staff: 10
Memberships: Philippine Quality & Productivity Movement ♦ Maintenance Association of the Philippines ♦ The Business Club			
Accreditation as a Training & Consulting Firm: Professional Regulation Commission (CPE), Training provider for Motorola Corp. (Globally), Recognized and certified Training & Consulting firm by several multinational companies			

Kaizen Management Systems, Inc. (KMSI) was established in 1992 as a corporation engaged in management training and business consulting. We offer a unique approach to business consulting that transfers the management technology and allows internal capability building while problems and issues are addressed through a partnership between us and the client. KMSI adheres to the Japanese philosophy of culture-building *kaizen*. Having a pool of multinational consulting talents from Asia, Europe and Japan, KMSI has gone international starting 2008. We are now offering our solutions to Southeast Asia and the Middle East. Among others, KMSI offers a range of business knowledge-based services that include the following:

Establishment of Quality Management System QMS. KMSI has been a partner of some large corporations for formulation and development of their Quality Management System. We consult and train clients on standards like ISO-9001-2015, ISO-14001, ISO-22001 and IATF-16949 for the purpose of attaining the desired certifications.

Strategic Planning Facilitation. We helped clients (top and middle management) in facilitating and crafting strategic plan.



Kaizen-6 Sigma Certification & Establishment of Kaizen-6 Sigma System – KMSI trains and certifies Kaizen-6 Sigma Green, Black and Master Black Belts. We have a complete program and methodology to equip individuals and organization to build knowledge and skills in measurements, data analysis and statistical techniques. KMSI trains engineers in Design of Experiments and assist in the actual implementation of experimental design. We help clients install the Kaizen-6 Sigma System as the overall approach in improving the “production system”.

Quality, Cost, and Delivery (QCD) Problem Solving in Manufacturing and Service Industries including BPOs. KMSI employs management and scientific approaches in providing support to all industries. We have a proven track record on successful solutions for the manufacturing sector on problems such as: delayed product shipment, slow cycle time, high product rejection rate, unbalanced assembly lines, too much work-in-process, process/product variability, high inventory carrying costs, long change-over and slow setup time, high machine breakdown rate, product returns, design of experiments, and other production/operations problems. We have assisted the service sector on problems like long service cycle time, service quality failure, high rate of customer complaints, long queues at service centers, billing and collection delays, and other business problems. We helped in solve critical issues and setup internal structures and standards that allowed the development of Kaizen the culture of the client company.

Plant/Factory Design and Automation. Due to its strong presence in the field of production system improvement, KMSI has been engaged in designing entire factories that include capacity planning, plant layout and automation.

Diversified Management Services to include: Third Party Inspection/Audit on QMS, Environment, and Total Management System Effectiveness. We help companies attain international competitiveness in Quality, TPM, Food Safety, and environmental compliance. We assist companies and new projects prepare Environmental Impact Statement.

Public & In-Plant Training/Seminars. KMSI offers close to a hundred courses for public seminars. We conduct more than 100 days of seminars per year throughout the Philippines.

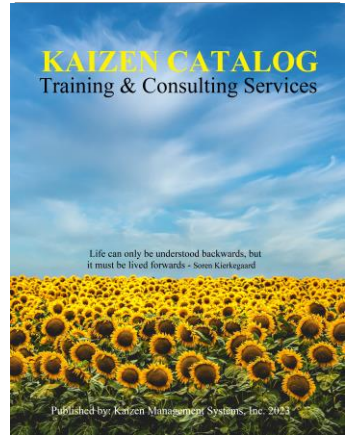
Some of Our Customers

A C P Test Company Inc.	California Manufacturing Corp.	Glaxo Smithkline Phils., Inc
Ajinomoto Phils Global Food Inc.	Cebu Microelectronics	Herma Shipyard Inc.
Aboitiz & Co.	Cebu Mitsumi	Hewtech Philis Electronics Corp.
Acbel Polytech Inc.	Cebu Shipyard, Inc.	JAE Philippines, Inc.
Accenture Healthcare Procsng Inc	Columbia Foods Intl., Inc.	Kawasaki Motors (Phils.) Corp.
American Power Conversion Corp.	Continental Temic Elect Phils.,	Koyo Mfg (Phils) Corp.
Amherst Laboratories, Inc.	Daeduck Philippines	Moog Controls Corp.
Amkor Technology, Inc.	Del Monte Philippines, Inc.	Nippon Micrometal Corp. (Phils.)
Analog Devices Phils., Inc.	Delta Design Phils LLC	On Semiconductors Phils.
Arms Corporation	Diversys Spectrum Products, Inc	Philippine Batteries, Inc.
Arkray Industry Inc.	Device Dynamics Asia	Philippine Bobbin Corp.
Asian Antibiotics Inc.	Dole Philippines, Inc.	Philippine Iino Corp.
Asian Transmission Corp.	Eagle Cement Corp.	Rohm Electronics Phils., Inc.
Bag Electronics, Inc.	E E I Corp.	Sanyo Denki Philippines, Inc.
Bahrain Fiberglass	Enkei Phils.	Taiyo Yuden Philippines, Inc.
Bangko Sentral ng Pilipinas	Essilor Mfg Phils, Inc.	Toms Manufacturing Corp.
Bataan 2020, Inc.	Fort Wayne Wire Die (Phils.) Inc.	UAM Philippines, Inc.
Baxter Healthcare Phils,Inc.	Fresh N' Famous – Chowking	Viskase Asia Pacific Corp.
Big Philippines Corp.	Fuji Electric Phils., Inc.	Wakorepco Mfg. Phils. Corp
Bristol Myers Phils, Inc.	Fujitsu Die-Tech Corp Phils	Weserv Systems Int'l
Brother Industries (Phils) Inc.	Fujitsu Computer Prodtis Corp.	Wesolve Open Computg Inc
C F C Clubhouse Property Inc	Furukawa Electric Autoparts Phils	Yutaka Mfg Phils., Inc.
C L C Marketing Vent. Corp.	Fitaba Corp. of the Phils	Zeller Plastik Philippines, Inc
Cal Energy Int'l Ltd	Genpacco, Inc.	Zuellig Pharma Phils

(Complete list of clients may be provided on request)

The 19th Edition: The Kaizen Catalog 2023

We are happy that the Kaizen Catalog is back in circulation. The last time we published was in 2020 and because of the Covid-19 lockdowns, only a few copies were distributed (all the rest – the whole batch was destroyed) although it was also digitally posted on our website. For two years we did not publish due to physical uncertainty. Kaizen Management Systems, Inc. itself was operating only in the survival mode. Now, the pandemic is not yet declared over but most people are hopeful that the worst is behind. Businesses have opened up and almost as vibrant as the pre-covid level. Everyone sees better times ahead. The government is predicting a 6-7% increase in GDP. One good thing gained from Covid was authorities and the populace learned about the wisdom of using science and data. It was observed that authorities, like the Inter-Agency Task Force (IATF) were using scientific information and data in making health and safety decisions. Scientists and statisticians played a major role not only providing calculated guidance in policy-making but also by lending their faces on television and social media in communicating risks and decisions to the general public.



This lesson from Covid is consistent with the Kaizen Concept called “Speak with Data” which states that our (business) decisions must be based on data. This means that data is not just an “incident” but a process output by design. It is one thing to count the number of customers present in a store (that is data, an incident). Its another thing to count the number of customers that arrived in an hour – that is data, an incident). It is even more another thing to count the increase in the number of customers that arrived between 12:00 nn and 01:00 pm – that is data an output by design. I visit offices and factories and ask about certain data, the usual answer I get is “there is none”. What does it mean? They are not gathering data? Or they don't know that they have to gather data? Or they have no intention to manage?

In one occasion, I asked the maintenance engineer about the lifespan of a certain problematic machine part that breaks down frequently. He said, he had no data but gave a personal estimate. So I asked if they have records of at least two successive breakdowns of that same part. He said “none”.

Why is there “no data”? The answer is painfully true – no management! A wise process manager will figure out how a process will be successful. He or she will determine what kind of data will indicate a successful operation. And if you want to improve (kaizen) you would want to know what data will improve data. – Joe Villegas

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The Kaizen-6 Sigma System

The Kaizen-Six Sigma System is the integration of Kaizen Philosophy and Six Sigma (6 σ) Methodology in continuous business process improvement. This blend is a perfect complementation for innovation, improvement and problem-solving as 6 Sigma brings data driven approach to Kaizen or continuous improvement which is known to be sensitive on improvement opportunities and strong in process innovation. In production or service process environment, Kaizen is always on the watch for chances to improve. It sees problems as glitches which when addressed, improve the local process that ultimately go all the way to the evolution of total production system. With this amazing integration, Kaizen is enhanced by Six Sigma's discipline on measurement, data analysis, precision control, and high level of process capability. It brings the level of improvement management to a higher dimension consistent only with the demands of the current high technology environment. It is envisioned that this added dimension in continuous improvement will enhance the company's quality and Kaizen programs.

Section 1: The Kaizen-6 Sigma Belt Program

Recognizing the need for Kaizen practitioners to be more proficient in problem-solving, measurements and statistical analysis, Kaizen Management Systems, Inc. (KMSI) takes this opportunity to establish the Kaizen-6 Sigma Belt Program. The Kaizen-6 Sigma Belt Program aims to develop problem-solving, statistical/data analysis, process management and leadership skills of Kaizen-6 Sigma practitioners.

The Kaizen-6 Sigma Belt Program is a system of certification for Green Belts, Black Belts, and Master Black Belts. To be certified, a candidate must be able to demonstrate proofs of proficiency in systematic problem-solving, statistical analysis of data, and actual experience in design and improvement projects. The certification system provides that six sigma credentials may be earned by accumulating points that will qualify the candidate to take a closely supervised examination which when passed awards corresponding Kaizen-6 Sigma belt. KMSI regularly conducts seminars and training programs that can also earn points for sigma belt programs. A candidate must accumulate the required number of training points and sigma project points to qualify. Past training programs and seminars attended from KMSI and other training institutions may be submitted to and validated by the **Kaizen 6-Sigma Committee on Certification** which may award training points. Sigma projects points can be earned by a documented participation as a team member or a leader in a completed sigma project. The guidelines on earning credit points for various belt levels is provided in the "Guidelines for Earning Credit Points for Kaizen-6 Sigma Belts".

Section 2: The Kaizen-6 Sigma Belt Certification Process

The Kaizen-Six Sigma certification process is under the supervision of Kaizen Management Systems Inc. (KMSI), a training and consulting company with more than 26 years of experience in the Philippines.

The prospective Kaizen Six Sigma Practitioner must first enroll in the Kaizen-6 Sigma Certification Program. He/she can be certified after passing the Certification Examination. Eligibility to take the Certification Examination may be earned by accumulating and attaining the required number of points for the belt that is applied for. For Kaizen-6 Sigma Greenbelt: 90 points i.e. 50 points of training plus 40 points on projects.

Section 2-A: **Earning credit points on training**

Firstly, the prospective candidate must enroll and be accepted in the Six Sigma Certification Program of KMSI.

Secondly, get training points by either of the 2 ways or both:

1. Attend the recommended training programs implemented by KMSI. These training programs have corresponding number of credit points. *(Please refer to the table below: Training Requirements for Various Roles and Belts in Kaizen-6 Sigma System)*
2. For those seminars and training not taken from KMSI, the candidate may present proofs of training (certificates and course content/syllabus with number of training hours) — to the Kaizen Six Sigma Certification Committee of KMSI who has the authority to determine the number of points to be awarded. This may require interview. Processing of credit points are subject to full payment of the processing fee.

Section 2-B: **Guidelines for Earning Credit Points for Kaizen-6 Sigma Belts**

1. To qualify for Kaizen-6 Sigma Green Belt Certificate, a candidate must be at least 3rd year college or its equivalent, have at least 50 points on training, at least 40 points on projects, and a 70% passing grade in the Examination for Kaizen-6 Sigma Greenbelt given by the Kaizen-6 Sigma Certification Committee.
2. To qualify for Kaizen-6 Sigma Black Belt Certificate, a candidate must be a college degree holder, earned at least 100 points on training, at least 100 points on projects (60 points of which are earned through direct participation in sigma projects as a team leader) and an 80% passing grade in the Examination for Kaizen 6-Sigma Blackbelt given by the Kaizen-6 Sigma Certification Committee.
3. To qualify for Kaizen-6 Sigma Master Black Belt Certificate, a candidate must possess a Master's Degree, earn at least 250 points on training, at least 500 points on projects (240 points of which are earned through direct participation in sigma projects

4. Only those formally enrolled in any of the three (3) Kaizen-6 Sigma Belt Program are qualified to earn credit points.

5. Credit points are earned by a candidate by taking the prescribed points-earning training courses of Kaizen Management Systems, Inc. (*published in Kaizen Catalog*) and by engaging in Kaizen-Sigma projects.

6. Past trainings/seminars completed by a candidate may be qualified to earn credit points on training provided that those were completed not longer than 5 years to the date of accreditation.

7. The Kaizen-6 Sigma Certification Committee is the body that determines the number of credit points to be awarded to a candidate based on the training and project documents presented.

8. For acquiring training credit points, a candidate must present proof of training: certificates, course outline, duration, and provider of training/seminars completed to the Kaizen-6 Sigma Committee. Training and seminars taken from KMSI automatically earn specified credit points and do not need crediting by the Kaizen-6 Sigma Certification Committee.

9. To earn points on projects, a candidate must present project documents following the Guidelines on Kaizen-Sigma Projects:

9.1 Project Organization: Team Leader and Members

9.2 Define: Problem Statement

9.3 Measure: Data Gathering, Cause & Effect Analysis and Root Causes

9.4 Analyze: Data Presentation and Data Analysis

9.5 Improve: Countermeasures and Solutions

9.6 Control: Validation and Standardization

9.7 Gantt Chart of Activities

9.8 Actual/validated Financial Benefits

9.9 Certification signed by Six Sigma Director or Quality Manager or President indicating the level of involvement of the candidate in the project.

10. Kaizen-6 Sigma Project Involvement Levels and corresponding points on a completed project:

Candidate's Project Role	Credit Points per Project
Program Director or Equivalent	20
Mentor, Coach or Coordinator	30
Team Leader	60
Member	40

Training Requirements for Various Roles and Belts in Kaizen-6 Sigma System

Training Component	Key Content	Participants	Duration (days)	Green Belt	Black Belt	Master Black Belt	Ref. Kaizen Catalog
Orientation to the Six Sigma Concepts	Basic Six Sigma Principles: review of business need for Six Sigma; brief practice &/or simulation: overview of roles &	All	1 - 2	B6S* -2	B6S* -2	B6S* -2	SSQ or B6S
Leading & Sponsoring Six Sigma Efforts	Role requirements & skills for Leadership Council & Sponsors; Project Selection: Reviewing team projects	Business Leaders, Implementation Leaders	1 - 2		KAI-2	KAI-2 LKN-2 LMW -2	KAI/LKN/ LMW
Six Sigma Process & Tools for Leaders	Condensed & adapted instruction in Six Sigma measurement & analysis process/tools	Business Leaders, Implementation Leaders	3 - 5		COQ - 1/2 MSA* -1	COQ - 1/2 MCS -1 MSA -1	COQ, MCS, MSA,
Leading Change	Concepts & practices for setting direction, promoting & guiding organizational change	Business Leaders, Implementation Leaders, Coach/Master Black Belts, Team Leaders/Black Belts	2 - 5			Hoshin-Kami or Pol Deployment-1	Hoshin-Kami, Pol Deployment
Six Sigma Improvement Basics	Process Improvement, Design/Redesign, & core measurement & improvement tools	Team Leaders/Black Belts, Managers/Green Belts, Team Members, Project Sponsors	6-10	PPT* - 2	PPT* - 2; FMEA* - 1, WHY* - 1	Adv 5S - 1 PPT* - 2 FMEA* - 1 PYK - 1 MUD - 1/2 WHY* - 1 VAVE - 1	Adv 5S, PPT, FMEA, PYK, MUD, WHY, VAVE
Collaboration & team Leadership Skills	Skills & methods for developing consensus, leading discussions, conducting meeting, managing disagreements	Business Leaders, Coaches/Master Black Belts, Team Leaders/Black Belts, Managers/Green Belts, Team Member	2 - 5		MAC - 1	TSM -1 MAC -1 MCW - 1	TSM, MAC, MCW
Intermediate Six Sigma Measurement & Analytical Tools	Technical skills for more complex project challenges; sampling & data collection; Statistical Process Control; Test of Statistical Significance; Correlation & Regression; basic design of experiments; etc.	Coaches/Master Black Belts, Team Leaders/Black Belts	2 - 6	BST1* - 2	BST1* - 2 BST2* - 2 SPC* - 2, DOE1 - 2	BST1 - 2 BST2 - 2, SPC - 2, DOE1 - 2	BST1, BST2, SPC, DOE1,
Advanced Six Sigma Tools	Modules in specialized skills & tools: Quality Function Deployment; Advanced Statistical Analysis Advanced DOE; Taguchi Methods; etc.	Coaches/Master Black Belts, Internal Consultants	6-10			Adv Stat -1 QFD-1 DOE2 -2	Adv Stat QFD, DOE2
Process Management Principles & Skills	Defining a core or support process; identifying critical Outputs, Requirements, & Measures; Monitoring & Response plans	Process Owners, Business Leaders, Functional Managers	Varies	PMP - 2	8-D - 1 PMP* - 2	8-D - 1 LMF - 2 TPM - 2 MMG - 2 PMP - 2	8-D, LMF, TPM, MMG, PMP
	Total No. of Days Training Required			*5-6 days	*10-12 days	20-22 days	

Section 3: Program Cost

The cost of certification varies from person to person, depending on the training and projects the candidate has already received or accomplished prior to enrollment into the program. Section 2-B provides the mechanics on how to earn credit points for training and projects. The following sample cost table presents the program cost for Kaizen-6 Sigma Green Belt and Black Belt if trainings were taken from KMSI and projects were sponsored/implemented in the candidate's company.

Sample Program Cost (2023)		
ITEM	REQUIREMENT	FEES (VAT inclusive)
Enrollment into the Green Belt Program	Proof of College Level Education	2,800.00
Training & Seminars for Green Belts (<i>Section 2-B1</i>):	Basic Kaizen-6 Sigma (B6S) - 2 days	15,904.00
	Problem Solving Process & Tools (PPT) - 2 days	14,672.00
	Basic Statistics I (BST1) - 2 days	15,904.00
Project Implementation as a member (<i>Section 2-B1</i>)	Project Documentation (Sections 2-B1, 2-B9 & 2-B10) Company sponsored project	
Evaluation of Training & Project Documents	Minimum of 90 points total on Training & Project	3,360.00
Examination for Green Belt		1,344.00
Awarding of Certificate		1,120.00
ESTIMATED COST FOR KAIZEN-6 SIGMA GREEN BELT PROGRAM		55,104.00
Enrollment into the Black Belt Program	Proof of College Degree	4,480.00
Training & Seminars for Black Belts (<i>Section 2-B2</i>):	Basic Statistics 2 (BST2) - 2 days	15,904.00
	Statistical Process Control - 2 days	15,904.00
	Why-Why Analysis (WHY) - 1 day	8,736.00
	Project Management (PMP)- 2 days	14,672.00
	Failure Mode & Effects Analysis (FMEA) - 1 day	8,736.00
	Design of Experiments (DOE) - 2 days	15,904.00
	Measurement System Analysis (MSA) - 1 day	8,736.00
	Project Implementation (<i>Section 2-B2</i>)	Project Documentation (Sections 2-B2, 2-B9 & 2-B10) Company sponsored projects
Evaluation of Training & Project Documents	Minimum of 90 points total on Training & Project	5,600.00
Examination for Black Belt		5,600.00
Awarding of Certificate		1,120.00
ESTIMATED COST FOR KAIZEN-6 SIGMA BLACK BELT PROGRAM		105,392.00

Section 4: Terminologies

Accreditation – the process of earning credit points intended for Kaizen-6 Sigma Belt certification process.

Belt – Problem-solving and statistics skill grade defined by any of the three Kaizen-6 Sigma Belts, e.g. *Kaizen-6 Sigma Greenbelt*.

- Certification – the process of acquiring skills grading (belt) for Kaizen-6 Sigma practitioner.
- Kaizen-6 Sigma System - a skill grading scheme for Kaizen-6 Sigma practitioner.
- Kaizen-6 Sigma Black Belt – A Kaizen-6 Sigma practitioner who possesses advanced problem-solving and statistical skills with a college degree.
- Kaizen-6 Sigma Certification Examination – An examination to be passed by a Kaizen-6 Sigma candidate to announced and administered by the Kaizen-6 Sigma Committee on Certification.
- Kaizen 6-Sigma Committee on Certification – an autonomous body composed of Kaizen-6 Sigma Master Black Belts, independent minded individuals authorized by Kaizen Management Systems to evaluate credentials and endow training and projects points, develop and administer certification examinations for Kaizen-Sigma Belts, and award Kaizen-6 Sigma Belts to qualified candidates.
- Kaizen-6 Sigma Credential – The status attained by a candidate through credit points earned on training and projects to qualify to take the Kaizen-6 Sigma Certification Examination given by the Kaizen-6 Sigma Committee on Certification.
- Kaizen-6 Sigma Green Belt – the lowest skill grade in the Kaizen-6 Sigma System. A Kaizen-6 Sigma practitioner who possesses basic problem-solving and statistical skills with at least 2 years of tertiary education.
- Kaizen-6 Sigma Master Blackbelt – A Kaizen-6 Sigma practitioner with a Masters Degree and whose capability includes designing company-wide Kaizen and 6 Sigma programs and training trainers/sigma black belts.
- Kaizen-6 Sigma Practitioner – a person whose role in the company includes a position as team member, leader or program director of a formal kaizen or 6 sigma program.
- Kaizen-6 Sigma Program – the program of certifying skills grade under the Kaizen-6 Sigma System.
- Kaizen-Sigma Projects – are kaizen-sigma projects implemented in a company following the Guidelines on Kaizen-Sigma Projects with validated financial benefits.
- Production System – the way a manufacturing or service organization conducts its business which includes policies, production process, quality system, all the procedures, corporate culture, the way customers are treated, the way of Belt working together, attitudes and behavior of people, including all the physical aspects of its manifestations. Also known as the “Business System”.
- Project Points – The credit points on kaizen-sigma accomplished projects awarded by the Kaizen-6 Sigma Committee on Certification.
- Training Points – The credit points on training taken from KMSI and other training inst



Where there is no standard, there can be no improvement. For these reasons, standards are the basis for both maintenance and improvement.

- Masaaki Imai

CONSULTANTS & SEMINAR LEADERS

Elizabeth A. Aurin is a licensed Chemical Engineer from UST; consultant/facilitator on ISO9000, ISO22000, and HACCP; an assessor for the Philippine Quality Award. She played leading role as QE in San Miguel's Coconut Oil Milling & Refining Operations program that was responsible for European Union customers' favorable response on the company's coconut oil product. Later she worked with the Corporate Quality Office of San Miguel Corporation where she handled training courses on Malcolm Baldrige, ISO, 5S, Internal Quality Audit and served as the 5S and Knowledge Management coordinator prior to her early retirement at SMC in 1999.

Leodemayo C. Casis or Odze for short, a product of Philippine Science High School was Quality Systems Assurance Manager at On Semiconductor Philippines Inc. (formerly Motorola Philippines, Inc.) Odze graduated with a degree of Bachelor of Science in Electronics & Communications Engineering from St. Louis University in Baguio. Having more than 18 years experience in manufacturing, Mr. Casis is a qualified Auditor for ISO9001, QS-9000/TS16949, and ISO 14001. He facilitates on QMS, FMEA, APQP and similar topics.

Rene D. Estember – A Professional Industrial Engineer, earned his B.S. in Management and Industrial Engineering from Mapua Institute of Technology, MBA from Ateneo de Manila University, M S in Industrial Engineering from the University of the Philippines, DBA (Candidate) Pamantasan ng Lungsod ng Maynila (PLM). Engr. Estember has 17 years in industry and currently a Professor in the School of Industrial Engineering and Engineering Management at the Mapua University. Possessing a Master Black Belt in Kaizen-6 Sigma, he consults on MSA, DOE, SPC, PPIC and related fields.

Elisier M. Fantillo does supply chain, logistics consultancy, and a trainer in Six Sigma, Kaizen, Lean Manufacturing and other productivity improvement techniques. Elisier finished his B S Industrial

Engineering from Mapua Institute of Technology (MIT) and his MBA from De La Salle University. He has more than ten years of industrial experience in various companies in various staff in managerial capacities. A faculty member of Industrial Engineering at the Mapua University. Engr. Fantillo also appeared in TV commercials and print advertisements as a model. He is a Master Black Belt in Kaizen-6 Sigma.

Normand M. Ga specializes in logistics to include warehousing, import and export processing, and inventory management. He is currently General Manager of Sultan Kudarat Milling & Trading Inc. and used to be Operations Manager at IDS Logistics (Phils.) Inc. in-charge of major key accounts on third party logistics arrangements and previously worked with companies namely: Golden ABC and Selecta Walls Inc. in various managerial capacities under the logistics function. Normand holds a post-graduate diploma in Logistics and Supply Chain Management from De La Salle Professional School.

Janice J. Gumasing got her Ph D in Industrial Engineering, Masters in Engineering (IE) and BS Industrial Engineering degrees from Mapua Institute of Technology where she also engaged as a faculty member. Janice's expertise is in Team Building, Safety and Health, Lean Manufacturing, Kaizen and Project Management. Years of experience in both academe and business makes her a choice consultant and facilitator.

Grace Lorraine D. Intal - is a Business Process Improvement Consultant. A graduate of B.S. in Management and Industrial Engineering at Mapua Institute of Technology and acquired Masters Degrees in Business Administration and Information Systems respectively. Grace conducts consultancy projects, along with the related trainings and workshops, on Business Process Improvement, ERP Implementation and Quality Management System using Software Solutions.

Tita de la Cruz-Milan was F&B Admin. Manager of Dusit Hotel Nikko where she has worked for more than 10 years. Earlier, she was Assistant Training Manager at the former Hotel Nikko Manila Garden Hotel in which directly puts her in-charge of seminars on oral and written communication, trainers training, personality development, work values, customer service relation, and secretarial enhancement, etc. Ms. Milan has been a consultant for several companies on work values and communication.

Enrico C. Mina, DBA- Vice-President and Consulting Director of Kaizen Management Systems, Inc. He got his Doctor of Business Administration and AB Economics and BSBA (Summa cum Laude) degree from De La Salle University. Dr. Mina has an extensive experience in productivity improvement and cost management having occupied various managerial and consulting positions in the private sector. He consults on Kaizen (TQM), Lean/Just-in-Time, 5-S, Problem Solving Process, Cycle Time Improvement, Technical Writing and Team Building. Rico is Lead Assessor for PQA and a registered coordinator for COPC-2000, a quality management system standard for call centers.

Jose S. Villegas, ChE, PIE- Co-founded the Maintenance Association of the Philippines. Holds a Master of Engineering (IE) and BS Chemical Engineering degrees from Mapua where he is a candidate for PhD in Environmental Engineering. He was an overseas scholar on Production Management in Energy Management and Maintenance Management. Mr. Villegas served in several companies in various technical and managerial capacities. A Kaizen-6 Sigma Master Black Belt, he facilitates and consults on Six Sigma, Lean/JIT, Kaizen, Cycle Time Improvement, SPC and TPM.

5-S System: Advanced Version (5SH)

Traditionally, people accept that 3-S (sorting, arranging and cleaning) activities have to be carried out after a value adding process, and work sometimes must be put aside to give way to cleaning. 5-S seems to be an activity that keeps people away from doing business.

The **Advanced 5-S System** imparts the elements and principles of 5-S on the right perspective, i.e. the business perspective which provides that people must focus on activities that deliver profit. On this line of thinking, 5-S, particularly sorting, arranging and cleaning are anything but business activities.

This new concept of 5-S argues that the workplace must indeed be clean and orderly but maintaining this necessary condition need not disrupt work nor take time away from it. This seminar tells you exactly how to make it happen. The key is in developing among others, work standards with 5-S application as an integral part instead of something outside of it. This only means that as people accomplish their jobs, the workplace and the office don't get dirty and disorder as a result.

Moreover, this seminar will impart the discipline of being clean and orderly while doing work. It will review the structural standards that the management must provide and people must follow in order to improve business performance as a whole. It will teach the approach to developing actionable standards called "Application 5-S Standards" that allows the organization to carry-out work while the tip-top condition of the workplace is maintained.

Objectives: After the course the participants will have learned:

1. That focus must be on business not on 3-S;
2. The elements of a 5-S Program;
3. The approach to organize 5-S;
4. Types of and how to develop 5-S Standards; and
5. How to do less 3-S and more value added work.



Agenda: The course, which employs experiential and highly interactive approach and methodology, covers the following:

- 5-S is Kaizen
- Mission of Sensible 5-S
- Organization for 5-S
- What are Fixed & Application Standards?
- Writing Defect-based 5-S Standards
- Auditable 5-S Standards

Who should attend: The course is suitable for all managers and supervisors, particularly general managers, plant managers, production or service operations managers, warehouse managers and maintenance managers covering all industries.

Seminar Fee: P8,736 (VAT inclusive)

Webinar sessions: 2

Facilitator: Jose S. Villegas

Dates: Jun 1-2 '23; Sep 8, 11 '23;

Nov 24, 27 '23; Jan 3-4 '24; Mar 1,4 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

8-D (Discipline) for Problem-Solving (8DP)

Known also as Global 8-D Problem Solving Process, it imparts the advantage of team effort in problem solving. The course provides a systematic approach in problem solving starting with problem isolation, root cause analysis, decision (as to which alternative brings the best solution), implementation of permanent countermeasures, recurrence prevention measures, and recognition of the team responsible for the problem-solving process.

By observing the guidelines taken-up in this course, the participants will be able to improve the first-pass submission acceptance rate of 8-D reports submitted to the Customers or those submitted by Subcontractors and Suppliers. This seminar/workshop supports TS16949, Continuous Improvement (Kaizen) and Six Sigma efforts of the company.

Objectives: By the end of the seminar the participants would have gained the following:

1. Learned the basic steps in the Global 8-D problem solving process;
2. Proficiency in the systematic approach in group problem solving;
3. Proficiency in most commonly used problem solving tools;
4. Proficiency in the choice of appropriate problem solving tools.

Agenda:

- Elements of Global 8-D
- Problem Solving Tools
- Examples and cases
- Workshops

Who should attend: Problem Solving Facilitators, Team Leaders of Small Group Activities, Improvement (Kaizen) Teams, Cross-Functional Teams In-House, and Six Sigma Teams especially for companies who are implementing TS-16949

Seminar Fee: P8,736 (VAT inclusive)

Facilitator: Jose S. Villegas

Webinar sessions: 2

Dates: Jun13-14 '23 Sep 15,18 '23, Nov 3,6 '23; Jan 5,8 '24; Mar 5-6 '24 (Note 8:30 am to 12:00 nn daily via Zoom)



Abnormality Management System (ABS)

Processes, machines, equipment, facilities, work areas and offices are designed for success but somehow they malfunction or failed to meet certain standards or expectations. We call these instances as abnormalities. This seminar imparts the organizational system to catch, record and report abnormalities that triggers the development of solutions and revision of standards. It will teach the concept of identifying and classifying process abnormalities as well as the techniques of involving everyone. The benefit to the company will be long term as the Abnormality management System will kick off the evolution of continuous improvement culture. This system is ideal to support Kaizen, 5-S, TPM, Six Sigma and other quality and productivity improvement programs.

Objectives: At the end of this session, the participants will have been able to:

1. Understand the proven technique of Abnormality Management System.
2. Adopt and emulate the practice and discipline of Abnormality Management.
3. Formulate an Abnormality Management System applicable to his/her own company

Agenda:

- Process abnormality and Classification
- The Traditional Non-system View in Solving Abnormalities in Manufacturing and Service
- What is an Abnormality Management System
- Features of an Abnormality Management System
- Embarking in an abnormality management program
- Successful Abnormality Management Systems in Industry
- Abnormality Management and the culture of continuous system perfection



Who should attend: Leaders and managers in Manufacturing and Service companies who want to develop a culture of continuous elimination of operational, maintenance, and design related abnormalities.

Seminar Fee: P8,736 (VAT inclusive)

Webinar sessions: 2

Facilitator: Jose S. Villegas

Seminar Dates: TBA - Recommended

for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com

Activity-Based Costing (ABC)

Traditional costing systems like job-order and process costing have serious limitations in accuracy and usefulness in their overhead allocation methods. They consider only the total financial cost of an activity without regard to its operational output. Such systems ignore the interrelation-ship of activities, thereby fostering competition among functional work areas rather than cooperation. These limitations cause major distortions in unit costs and often lead to wrong decisions.

This course on will impart the underlying principles behind Activity-Based Costing (ABC), a costing method of assigning overhead or indirect costs to products and services by associating these costs with activities within the firm. This method enable managers to measure the costs of an activity (or even a series of activities that constitute a complete process), a radical departure from the traditional method of assigning costs to responsibility centers. It will include a workshop that involves a step-by-step illustrative application to an actual business situation.

Objectives: At the end of this session, the participants will have been able to:

1. Understand the basic concepts and principles of Activity-Based Costing
2. Learn the strengths and limitations of this approach to cost measurement and management
3. Appreciate the linkage of ABC with TQM/Kaizen

Agenda: The course, which employs experiential and highly interactive approach and methodology, covers the following:

- What is ABC
- How does it work?
- Why change to ABC?
- The objectives and benefits of using ABC
- The uses of ABC data
- Limitations of ABC
- Activity-Based Management
- Cost-reduction through ABM
- Critical success factors

Who should attend: The course is suitable for all managers and supervisors, particularly general managers, plant managers, production or service operations managers, finance or accounting managers/staff, TQM coordinators, etc. Contractors and entrepreneurs will also find this course very useful.

Seminar Fee: P15,904 (VAT-inclusive)

Webinar sessions: 4

Facilitator: Enrico C. Mina

Dates: TBA - Recommended for face-to-

face in-house/exclusive run, please email jsv@kaizenmgtsys.com)

Advanced Product Quality Planning (APQP)

APQP or Advanced Product Quality Planning outlines the systematic approach in introduction of new products and processes that ensures effective communication, timely completion of goals with no quality problems and minimal risk during launch. It will teach the structured method of defining and establishing the steps necessary to ensure that a process or product satisfies the customer. Effective product quality planning depends on the commitment of company top management to the efforts required in meeting customer specifications.

Objectives: At the end of the seminar, the participant would have acquired the following:

1. Be able to introduce new products and processes smoothly
2. Understand how project management techniques and methodologies can be used to manage all stages of the APQP process
3. Learn what internal process and skills their organization needs to effectively implement APQP
4. Ability to assess and manage the APQP process once it is in place

Agenda:

- Overview; AIAG APQP Model
- APQP Phases
- Plan and Define Program
- Design and Develop Product
- Design and Develop Process
- Product and Process Validation
- Continuous Improvement
- APQP and QOS, Phase V



Who Should Attend: Individuals with direct responsibility for introducing new products or new manufacturing processes; participants in the APQP process, including sales personnel

Seminar Fee: P8,736 (VAT inclusive)

Webinar sessions: 2

Facilitator: Odze C. Casis

Dates: TBA - *Recommended for face-to-*

face in-house/exclusive run, please email jsv@kaizenmgtsys.com)

Balanced Scorecard (BAL)

Organizations in today's dynamic, highly competitive, demanding environment must devote significant time, energy, financial and human resources to measuring their performance in achieving strategic goals. Increasingly, organizations are realizing that while measurement is more crucial than ever, their systems for capturing, monitoring, and sharing performance information are critically flawed. At the root of this measurement misery is an almost exclusive reliance on financial measures of performance. While these systems were perfectly suited to the machine-like, physical asset-based nature of early industrial endeavors, they are ill-equipped to capture the value creating mechanisms of modern business organization.

Additionally, the role of strategy is more important today than it has ever been. But the sobering fact is that about 9 out of 10 organizations fail to implement their strategies. What is needed is a measurement system that balances the historical accuracy and integrity of financial numbers with today's drivers of economic success, and in so doing allows the organization to beat the odds of executing strategy.

The Balanced Scorecard has emerged as a proven and effective tool in our quest to capture, describe, and translate intangible assets into real value for all of an organization's stakeholders, and in the process allow organizations to successfully implement differentiating strategies.

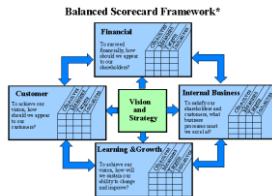
Objectives: At the end of the seminar, the participants would have been able to:

1. Discuss the principles and concepts behind the Balanced Scorecard
2. Elucidate its advantages and benefits in performance measurement
3. Apply the Balance Scorecard in their organization using live data, and
4. Create a plan for introducing it into their organization

Agenda:

- Introduction—the need for measurement
- The origin of the Balanced Scorecard
- Performance measurement and the need for the Balanced Scorecard
- The Balanced Scorecard: definitions, four levels of perspectives, uses
- Sample of a Balanced Scorecard
- Key success factors
- Top implementation issues

Who should attend: Senior managers, entrepreneurs, plant managers, Corporate Planning managers, HR managers



Seminar Fee: P8,736 (VAT inclusive)

Facilitator: Enrico C. Mina

'23; Nov 3,6 '23; Feb 5-6 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Webinar sessions: 2

Dates: May 4-5 '23, Jul 3-4 '23, Sep 4-5

Basic Six Sigma (B6S)

Manufacturing and service industries generate a lot of data. Problems are solved using data and managerial decisions are based heavily on data. Thus, the ability to deal with data and make sense of it is foremost among the knowledge and skills that companies consider in selecting engineers, key personnel and managers. Six Sigma is the approach to use measurements and data to improve designs, processes and quality systems.

The Basic Six Sigma is an introductory course for kaizen and six sigma practitioners. This course has the potential to earn the participant 20 points under the Kaizen-6 Sigma Green Belt and Blackbelt System which are schemes to provide 6 sigma and statistical skills for kaizen problem-solving team members and leaders.

This training imparts the fundamental concepts and mental framework of Six Sigma. The necessity to employ statistical approaches is emphasized owing to the intention of six sigma system to attain the highest level of quality (99.99966% or 3.4 defects per million opportunities) and precision in process management linked to financial success of the company.

Objectives:

1. Articulate the basic principles and concepts of Six Sigma;
2. Describe the Six Sigma Road Map;
3. Apply the DMAIC problem solving methodology; and
4. Apply the process of 6σ Measures & Scoring System



Agenda:

- Introduction to Six Sigma
- Review of Three Sigma Control
- Principles & Concepts
- DMAIC & DMADV Cycles
- Six Sigma Road Map
- SIPOC Process Map
- Output & Service requirements
- Defect Opportunities
- The Six Sigma Score
- Leading & Organizing Six Sigma
- Kaizen & Six Sigma
- Workshop

Who should attend: Executives, Managers, Engineers and Supervisors in Manufacturing, Service, Engineering, Quality, R & D.

Seminar Fee: P15,904 (VAT-inclusive)

Facilitators: Jose S. Villegas / Elis Fantillo

Webinar sessions: 4

Dates: May 9-12 '23, Aug 1-4 '23, Oct 24-27 '23; Jan 9-12 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Benchmarking Techniques (BMT)

This seminar will teach the techniques to maximize the benefits to the company that benchmarking can provide. Benchmarking is the search for best practices in other organizations that can be adapted to one's own organization. It is the search for models that one's organization can emulate, thus eliminating the "not-invented-here" paradigm. It is one of the techniques of *kaizen* or continuous improvement because it reveals opportunities for improving in ways that have already been proven to work elsewhere. The Malcolm Baldrige National Quality Award of the U.S. (and also the Philippine Quality Award patterned after it) explicitly requires comparison with best-in-class benchmarks in both processes and results.

Objectives: At the end of this seminar, the participants would have been able to:

1. Understand and appreciate the principles and practices behind benchmarking
2. Identify opportunities for conducting a benchmarking exercise involving an actual high-priority business process
3. Create a detailed benchmarking action plan

Agenda:

- Introduction to continuous improvement & PDCA
 - Introduction to benchmarking, Internal, Competitive, Functional
- Step-by-step approach to benchmarking
 - Identification of high priority business process targeted for improvement
 - Creation of benchmarking team
 - Establishment of measurable indicators for the process
- Generation of baseline measurements on own process
- Identification of the benchmarking target Organization
- Initiation of contact and seeking of permission from the benchmarking target
- Conducting the benchmarking visit
- Comparison of benchmark vs. own process and analysis of the differences
- Revision of own process
- Approval and implementation of revisions
- Documentation of revised standards

Who should attend: TQM managers, Executives, General Managers, in-house Kaizen Trainers/Consultants, Human Resource Managers and Officers

Seminar Fee: P8,736 (VAT-inclusive)

Facilitator: Enrico C. Mina

7-8 '23, Feb 13-14 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Webinar sessions: 2

Dates: Jun 1-2 '23, Sep 7-8 '23, Nov

Business Process Re-Engineering (BPR)

Business Process Reengineering (BPR) is defined as “the fundamental rethinking and radical redesign of business processes to achieve dramatic improvements in critical, contemporary measures of performance, such as cost, quality, service, and speed.” BPR challenges the current ways of doing business and seeks large improvements through radical change.

This is a one-day course that will explore the basic concepts and practices of Business Process Reengineering. It will explain why there is a need for BPR, how to do it successfully, what its benefits and risks are, and how it relates to Total Quality Management/*Kaizen* (continuous improvement) and Information Technology.

Objectives: A participant who successfully completes the program will be able to:

1. Understand what BPR is and is not;
2. Appreciate the need for it;
3. Understand the key success factors and risks; and
4. Identify a business process in his/her organization that is a prime target for BPR.

Agenda: The course, which employs experiential and highly interactive approach and methodology, covers the following:

- | | |
|---------------------------|--|
| ➤ What BPR is | ➤ How to increase the odds for success |
| ➤ What BPR is not | ➤ Changes that occur under reengineering |
| ➤ Why reengineer? | ➤ Comparison of BPR and TQM |
| ➤ When is it appropriate? | ➤ Risks involved |
| ➤ Basic principles of BPR | ➤ Avoiding the pitfalls |
| ➤ How to reengineer | ➤ Reference materials |

Who should attend: The course is suitable for general managers of enterprises or Strategic Business Units, corporate planning managers, TQM coordinators, human resources managers, operating managers in manufacturing and service firms, and other senior-level managers.

Seminar Fee: P8,736 (VAT-inclusive)

Facilitator: Enrico C. Mina

Webinar sessions: 2

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

Cost of Quality (COQ)

The language of money serves as the basic medium for assessing economic achievement. Organizations communicate results in monetary terms depending on their level of focus. Those directly involved in continuous improvement also seek financial evaluation. This requires the development of reliable costs associated with the effects of quality and a means of determining the resulting improvements.

Cost of Quality (COQ) is a well-recognized tool used to understand the economic consequences of quality. All quality costs are expenditures associated with ensuring that products conform to specifications or with the production of goods that do not conform. Conformance costs are those prevention and appraisal costs that have incurred to ensure that the manufactured product or delivered service conforms to specifications. Nonconformance costs are the internal and external failure costs associated with products or services that did not meet customer requirements.

Objectives: By the end of the seminar the participants would have:

1. Reviewed the basic concepts of the cost of quality
2. Gained the techniques needed to undertake the cost of quality improvement program that will increase business effectiveness and optimize the quality system cost
3. Gained sufficient understanding to develop and implement a quality cost system in the organization

Agenda:

- Overview of the Cost of Quality
- Basic financial concepts
- Assessing quality cost
- Process cost model
- Cost of Quality Do's and Don'ts
- Implementing the Cost of Quality program



Who should attend: Recommended for individuals involved in continuous improvement program (e.g. managers, supervisors, engineers, staff, etc.) particularly on costs and quality

Seminar Fee: P5,040 (VAT-inclusive)

Webinar sessions: 1

Facilitator: Jose S. Villegas/ Enrico C. Mina

Dates: Jun 5 '23, Nov 8 '23, Jan 8

'24, Mar 25 '24 (Note 8:30 am to 12:00 nn via Zoom/best on In-House run)

Demand Forecasting (DEF)

This is a course on the application of various techniques that will improve the accuracy and reliability of demand forecasts. Forecasting is the systematic prediction and estimation of the future value of a critical variable. The starting point of planning and the most critical variable to be forecasted is the volume of demand. It determines the quantity of materials to be procured, the number and scheduling of required personnel, the scheduling of equipment usage, and, in the long run, the capacity or size of facilities. Poor forecasting ability results in cost penalties and lost opportunities.

Objectives: At the end of this course, the participants will have been able to:

1. Become familiar with various forecasting techniques, their proper application, and their respective strengths and weaknesses
2. Be able to apply these techniques to a real-life demand forecasting situation

Agenda:

- What is demand forecasting?
- Eight steps in forecasting
- Types of forecasts
- The Scatter Diagram
- Measures of forecast accuracy
- Time-Series Forecasting
 - Definition & Components of a time series
 - Forms of time-series models in statistics
 - Moving averages
 - Exponential Smoothing
 - Trend projection (least-squares method)
 - Seasonal variation
- Causal forecasting methods
- Monitoring and controlling forecasts



Who should attend: Managers, Supervisors, & Planning Staff in Production Planning & Control, Purchasing or Procurement, Maintenance

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Enrico C. Mina

Dates: Jun 13-14 '23, Sept 8, 11 '23,

Nov 9-10 '23; Jan 25-26 '24; Mar 25-26 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Design of Experiments (DOE)

Industries carry out experiments aimed at improving quality of products and processes, including shorter development cycles, more robust process, variability reduction, higher Cpk's, cost reduction, and others. But these experiments must be accomplished with certainty of results and cost pinned down to minimum.

This seminar on Design of Experiments (DOE) imparts the theory and approach for conducting designed experiments which are both economical and conclusive. DOE systematically applies statistics to the experimental process that allows evaluation of multiple variables and interactions among them with respect to the responses (quality characteristics). The strength of DOE is that it is capable of eliminating experimental "noises" and minimizing the number of runs to find the right answer making it cost effective.

Objectives: At the end of the seminar, the participant would have acquired the following:

1. Knowledge and techniques for resolving chronic issues and quality problems in development and manufacture of products.
2. Understand the fundamentals of experiments.
3. Systematic methods of evaluating the impact of changes in the input variables on the target outcomes.
4. Plan and conduct statistically designed experiments that make efficient use of resources
5. Cost effective approach for finding solutions to complicated production & design problems.
6. Ability to analyze experimental data to make valid and objective conclusions.
7. Utilize the conclusions in subsequent planning and decision making.

Agenda:

- | | |
|--|---------------------|
| ➤ SPC review | ➤ Paired Comparison |
| ➤ Rule of Experimental Design in Process Improvement | ➤ Component Search |
| ➤ <i>Approaches to Finding Answers</i> | ➤ Variables Search |
| ➤ <i>Multi-Vari Charts</i> | ➤ Full Factorials |
| | ➤ B vs. C Test |

Who should attend: R & D people, Process Engineers, Quality Managers/Engineers, Production Managers, Supervisors and Engineers

Seminar Fee: P15,904 (VAT-inclusive)

Webinar sessions: 4

Facilitator: Juanito S. Chan / Rene Estember

Dates: Apr 18-21 '23, Jun 5-8 '23,

Aug 1-4'23, Oct 23-26'23; Jan 9-12'24; Mar 5-8'24 (Note 8:30 am-12:00 nn daily via Zoom)

Failure Modes & Effects Analysis

(Process FMEA-VDA)

After its successful acceptance of US Industry, FMEA has generated widespread interest as a means of improving reliability, preventing costs and shortening lead-times. The appeal of Failure Mode and Effect Analysis (FMEA) lies in its versatility. Its principles and techniques can be applied to almost any product or process, making it a very useful tool for companies in any industry.

The new Process FMEA-VDA will enable global suppliers to have a single FMEA business process and associated set of methods and tools to produce robust, accurate and complete FMEA's that would meet the needs and expectations of any customers. This new approach is expected to bring the company to a higher notch of effectiveness in proactive risk management.

Objectives:

1. Learn and appreciate the discipline of FMEA-VDA as an approach in process risk assessment and prioritization;
2. Application of FMEA-VDA in actual Processes; and
3. Develop some solutions that eliminate/minimize process risks.

Agenda:

- The FMEA-VDA
- The 7 Step Approach
- Spreadsheets and Reports
- Process Structural Analysis
- Functional Analysis Technique
- Failure Analysis
- The new SOD Tables
- Action Priority (AP) Tables
- PFMEA Project Implementation
- Workshops

Who should attend: Staff, supervisors, engineers and managers in Quality Control/Quality Assurance, Production/Operations, R & D, and Maintenance/Engineering

Seminar Fee: P8,736 (VAT-inclusive)

Webinar days: 2 days

Facilitator: Jose S. Villegas

Dates: May 2-3 '23, Jul 4-5 '23, Sep 5-

6 '23, Nov 7-8 '23; Jan 11-12 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Good Manufacturing Practices (GMP)

This seminar on Good Manufacturing Practices (GMP) imparts the sanitary standards fit for food beverage, packaging products and drug manufacturing facilities. It covers the approaches, tools and techniques to comply with customer requirements and institutional/government regulations important on the aspect of food and drug safety. The manufacture of safe food and drug products is covered by government regulations. The seminar will cover all the areas of food and drug safety starting with the premises, construction of buildings, provisions of sanitary facilities, training of employees, pest control and waste management.

Objectives: Upon completion of this one-day seminar-workshop, the participant will be able to

1. Define sanitary requirements for a food, beverage, packaging products and drug manufacturing plants.
2. Prepare areas of production to satisfactorily comply with requirements of the government regulatory inspections on cleanliness, pest control and waste management.
3. Supervise employees to assure compliance with respect to sanitary practices and use of sanitary provisions and facilities.
4. Implement pest control and waste management.

Agenda:

- Sanitary Requirements for a Manufacturing Facility
- Mock Audit of work area to define violations.
- “Ten Commandments of Good Sanitation for Employees”
- Action Planning to define corrective actions and required resources for implementation.



Who Should Attend: Managers/Supervisors of Manufacturing Facilities for Food, Beverage, Packaging, Drug and Cosmetics; Hotel and Restaurant Managers and Supervisors; Caterers

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitador: Elizabeth A. Aurin

Dates: May 11-12 '23; Jul 13-14 '23;

Sep 6-7 '23; Nov 13-14 '23; Feb 15-16 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Hazard Analysis at Critical Control Points (HACCP)

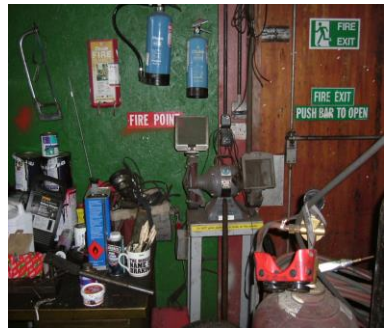
Food product safety has become a global concern and customers now are as keen as ever on the food they are served. This seminar/workshop imparts the system for assuring food safety through process control at critical points. The system being referred to is Hazard Analysis at Critical Control Points or HACCP which was originally developed for the US space program. HACCP has since been recognized and accepted system globally particularly in Europe. This has become a requirement for exporters of sea food and processed food; local manufacturers of bakery and other food products, including key raw materials. Facilitated by a food processing expert, the participants will learn to analyze potential contaminants from raw materials and the risks and the severity of the threats of contamination at critical control points of the process. Information on possible contaminants: physical, chemical and microbiological, their sources and mode of transmission will be provided.

Objectives: Upon completion of this two-day seminar/workshop, the participants will be able to:

1. Define sanitary requirements of a manufacturing facility;
2. Define the possible physical, chemical and microbiological contaminants;
3. Define the pathways of contamination, especially microbiological contaminants, and their elimination;
4. Define the principles of HACCP;
5. Conduct a HACCP planning session;
6. Prepare a draft HACCP plan.

Agenda:

- Good Manufacturing Practices
- Threats of contamination/hazards
- Principles of Food Safety
- Critical Control Point analysis
- Draft HACCP Planning vs. Process Flow
- HACCP Manualization



Who should attend: Supervisors/Representatives of Purchasing, Production, QA, Engineering, Planning and Shipping especially from Food and Feed Processing companies; Agricultural, Livestock and Fisheries Suppliers; Abattoirs, Bakeries, Caterers, Canteen Concessionaires; Restaurants; Hotels and Food Exporters.

Seminar Fee: P15,904 (VAT-inclusive)

Webinar sessions: 4

Facilitator: Elizabeth A. Aurin

Dates: TBA - Recommended for

face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com

Internal Quality Audit (IQA)

This two-day course is designed for personnel involved in internal quality auditing functions. Knowledge of the ISO 9000 and QS-9000/IATF16949 standards is a definite asset. The course will present the audit cycle (audit theory) from the internal auditor's perspective. It will provide some guidelines and tips on planning and preparing for an internal audit, making an audit report, documenting non-conformance, etc. It will also include follow-up to the audit report, post-audit activities and corrective action effectiveness evaluation.

Objectives: At the end of this training, the participants should be able to:

1. Setting up internal audits for ISO 9000, QS-9000/IATF16949
2. Identifying and achieving audit objectives
3. Reporting audit findings
4. Recognizing and resolving difficulties in auditing
5. Conduct follow-up audits and close audit deviation reports

Agenda:

- Introduction to Audit (Definition and Types)
- The Audit Pyramid
- Elements to be audited
- The Audit Process
 - Planning and Preparation
 - Audit Proper
 - Documentation and Report
 - Reporting Audit Findings
- Post Audit Activities
 - Follow-up
 - Closure of Non-conformances
- Tools and Techniques
- Examples and Cases



Who should attend: QA personnel, Internal Auditors, Department Managers

Seminar Fee: P15,904 (VAT-inclusive)

Webinar sessions: 4

Facilitator: Elizabeth A. Aurin

Dates: Apr 18-21 '23; Jun 13-16

'23; Aug 15-18 '23; Oct 17-20 '23; Dec 5-8 '23; Feb 14-15 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

IATF-16949 Awareness & Documentation

(IA9a)/(IA9d)

The **IATF-16949** Standard is an ISO Technical Specification that defines the quality system requirements for the design/development, production, installation, and servicing of automotive-related products. It was written by the International Automotive Task Force (IATF) in conjunction with the International Standardization Organization (ISO). The IATF consists of an international group of vehicle manufacturers and national trade associations. The **IATF-16949** has been adopted by the American automotive industry and its suppliers. A supplier-firm that implements and complies with IATF-16949 can satisfy customers' quality assurance requirements and increase customer confidence in the quality of its products and/or service.

IATF-16949 Awareness provides an executive overview of the standard that outlines its requirements and their interpretations; the principles and concepts represented; and how the organization may address them.

IATF-16949 Documentation will show how to write a procedure consistent with the standard, develop an implementation plan and how to write a Quality Manual based on the elements of IATF-16949 and related procedures for compliance.

Who should attend: Quality Management Representatives, Team Members Documentation Teams, Department Heads, IATF-16949 Internal Auditors

Facilitator: Odze C. Casis

Agenda

Awareness

- Quality Systems (objectives, definition, standards)
- Relationships of different standards
- History/Relationship of standards
- Elements of IATF-16949
- Examples and Cases
- Understanding the Requirements
- Implementing IATF-16949

Seminar Fee: P15,904 (VAT-inclusive)

Webinar sessions: 4

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

Documentation

- The IATF-16949 Documentation Requirements
- Documenting The System based on the Elements of IATF-16949
- Developing Quality Policy, Objectives and Performance Indicators
- The Quality Manual & Procedure
- Developing Support Documents

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

List and Schedule of Training Programs (Webinars) for 2023-24

pp	Seminar Title	Code	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24
15	5-S System of Good Housekeeping	5SH			1-2			8, 11		24, 27		3-4		1, 4
16	8-Discipline - Problem Solving	8DP			13-14			15,18		3,6		5,8		5-6
17	Abnormality Mgt System	ABS			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
18	Activity-Based Costing	ABC			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
19	Advanced Product Quality Planning	APQ			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
20	Balanced Scorecard	BAL		4-5		3-4		4-5			3, 6		5-6	
21	Basic Six Sigma	BES		9-12			1-4		24-27			9-12		
22	Benchmarking Techniques	BMT			1-2			7-8		7-8			13-14	
23	Business Process Re-Engineering	BPR			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
24	Cost of Quality	COQ			5					8		8		25
25	Demand Forecasting	DEF			13-14			8, 11		9-10		25-26		25-26
26	Design of Experiments	DOE	18-21		5-8		1-4		23-26			9-12		5-8
27	Failure Mode & Effects Analysis - VDA	FMEA		2-3		4-5		5-6		7-8		11-12		
28	Good Manufacturing Practices	GMP		11-12		13-14		6-7		13-14			15-16	
29	Hazard Analysis @Critical Control Pts	HACCP			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
30	Internal Quality Audit	IQA	18-21		13-16		15-18		17-20		5-8		14-15	
31	IATF 16949 Awareness	IATFa			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
31	IATF 16949 Documentation	IATFd			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
34	ISO-14000	ISO14			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
35	ISO-22000	ISO22			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
36	ISO-9001:2015 Awareness	ISOa			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
36	ISO-9001:2015 Documentation	ISOd			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
37	Just-In-Time Production System	JIT	11-14			10-13			3-6			25-30		
38	Kaizen Six Sigma System	K6S			13-16			12-15			5-8			12-15
39	Kaizen Strategy	KAI		16-19		11-14		12-15		14-17		16-19		19-22
40	Leadership & Management	LMW			15-16			19-20		27-28			26-27	
41	Leadership for Kaizen	LKN							24-27				20-23	
42	Lean Inventory System	LIS		22-25			7-10		9-12			26-31		19-22
43	Lean Kaizen Office	LKO			20-21		29-30			28-29			27-28	
44	Lean Manufacturing	LMF			6-9			18-21		20-23			6-9	
45	Logistics Management	LMT			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
46	Mach/Process Capability Studies	MCS		30-31				14-15			4-5		15-16	
47	Maintenance Management	MMG	25-28			20-23	8-11		17-20			8-11		21-26
48	Measurement Systems Analysis	MSA			26-27			14-15		28-29		29-30		
49	Muda Elimination	MUD			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
50	Personality Projection & Development	PPD			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
51	Poka-Yoke (Mistake-Proofing)	PYK	4-5			6-7		1, 4		28-29			20-21	
52	Proactive Warehousing	PWH			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
53	Problem-Solving Process Tools	PPT	17-20		26-29		22-25		10-13		5-8		27-1	
54	Project Management	PMP		8-11			14-17			6-9		16-19		
55	Reliability Maintenance	REM		30-31			30-31		30-31					
56	Secretaries & Admin Staff Enhancemnt	SEC			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
57	Statistical Process Control	SPC	24-27		27-30		22-25			20-23			13-16	
58	Supervisor's Training Program	STP	25-28			24-27			24-27			16-19		
59	Supply Chain Management	SCM			In-House/Exclusive	Runs	Only	-	Can be	face-to-face				
60	Technical Writing & Office Communi	TWD			19-22			25-28				30-31		
61	Total Productive Maintenance	TPM		22-25		18-21		26-29		13-16		6-9		19-22
62	Total Quality Management	TQM			26-29			18-21		20-23			20-23	
63	Training the Trainer	TTT		8-11			15-18				4-7			12-15
64	Value Analysis/Value Engineering	VAVE		4-5		28,31			6-9		1, 4		22-23	
65	Why-Why Analysis	WHY	21,24		15-16			7-8		9-10			8-9	

Is your Kaizen Program Successful?

Q: What is the measure of success of a Kaizen Program?

A: Kaizen ROI.

Q: What is Kaizen ROI?

A: Kaizen ROI = Actual Financial Benefits x 100% divided by Incremental Kaizen Program Cost

Q: What is Actual Financial Benefits?

A: Total Preventable Costs of Quality that are saved per year (i.e. the Internal and External Failure Costs that are actually saved)

Q: What is Incremental Kaizen Program Cost?

A: It is the cost of running and maintaining a Kaizen program excluding the “Cost of Prevention” and “Appraisal Cost” which are regular operating expenses.

Q: How to assure success of the Kaizen Program?

A: Kaizen Team Leaders and Coaches are Kaizen-6 Sigma Certified Green Belts and Black Belts who are superior in problem solving methodology and statistical analysis.



ISO-14001 (ISO14)

This course explores the standards and requirements for voluntary certification on ISO-14000, a global standard for environmental management system which provides an objective basis for verifying a company's claim about its corporate environmental performance.

Certification under ISO-14000 is advantageous because it will allow the company to be efficient and more profitable as it makes less or no waste that unfavorably affects the environment. Projecting a perception of genuine concern for the environment and sustainable development, the company will gain the trust and confidence of customers and stakeholders. Especially in international trade, customers tend favor suppliers that comply with environmental rules. Due to legal concerns and pressure from the society, it is getting riskier to deal with non-environment friendly suppliers.

Objectives: At the end of this training, the participants should be able to:

1. Appreciate the elements and requirements of ISO 14000
2. The process of certification to the Standard
3. Gain an idea on how to develop an EMS and integrate it with ISO 14000

Agenda:

- Overview of ISO 14001 Environmental Management Systems
- Development of Environmental Policy
- Planning your EMS
- Developing an Environmental Management Program
- Implementation and Operations
- Checking and Corrective Actions
- Certification for ISO-14000
- Environmental Management Audits
- Management Review



Who should attend: EMS Management Representatives, Pollution Officers/Engineers, Product/Process Design Engineers, Documentation Teams, Department Heads, Prospective ISO 14000 Team Members and Internal Auditors

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitator: Elizabeth A. Aurin

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

ISO-22000 (ISO22)

Food reaches consumers via supply chains that may link many different processes, companies and may stretch across multiple borders. One weak link may result in unsafe food that is dangerous to health and if this happens, the hazards to consumers maybe serious. The consumers must therefore be protected from potential food safety and health hazards from start to end of the supply chain which may include feed producers, primary producers, food manufacturers, transport and storage operators and sub contractors, retail service outlets, producers of equipment, packaging materials, cleaning agents, additives and ingredients.

This seminar on ISO-22000:2005 allows the company to appreciate the elements of the internationally accepted standard on Food Safety Management System, how to comply with it and eventually get certified. It ensures that every segment in the food supply chain is food safety compliant.

Objectives: At the end of this training, the participants should be able to:

1. Appreciate the elements and requirements of ISO 22000;
2. Articulate the process of certification to the Standard;
3. Gain an idea on how to integrate ISO 22000 with existing quality management system in his/her company.

Agenda:

- Principles of Food Safety
- Basic understanding of Food Safety Management System (FSMS)
- Requirements of ISO 22000:2005
- Standards & Requirements of ISO 22000
- Food Safety Management System Certification.



Who should attend: Supervisors/Representatives of Purchasing, Production, QA, Engineering, Planning and Shipping especially from Food and Feed Processing companies; Agricultural, Livestock and Fisheries Suppliers; Abattoirs, Bakeries, Caterers, Canteen Concessionaires; Restaurants; Hotels and Food Exporters. Each company should have at least three participants for a truly total system application

Seminar Fee: P15,904 (VAT-inclusive)

Facilitator: Elizabeth A. Aurin

Webinar Sessions: 4

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

ISO-9001:2015 Awareness & Documentation (ISO9a)/(ISO9d)

This seminar helps companies and organizations establish and maintain a quality management system consistent with the new version of the ISO 9001:2015. Such a system does not only command respect of customers but also assure that the processes are effective and contribute to the overall performance of business. The seminar is divided into two modules namely: Awareness and Documentation.

ISO 9001:2015 Awareness focuses on the 8 Quality Management Principles and the five major Requirements and how the organization must address these Requirements. Documentation discusses the requirements in documenting process and results standards, the Quality Manual and document management.

Who should attend: Quality Management Representatives, Documentation Teams, Department Heads, ISO 9000 Internal Auditors

Facilitator: Beth Aurin

Agenda

Awareness

- You and Your Customers
- What is Quality Management System (QMS)
- ISO 9001:2015 Quality Management System
- QMS Requirements
- Management Responsibility
- Resource Management
- Product Realization
- Measurement, Analysis & Improvement Requirements

Documentation

- The ISO 9001:2015 Documentation Requirements
- Documenting The System Using the Process Approach
- Business Process Mapping
- Developing Quality Policy, Objectives and Performance Indicators
- Preparing the Quality Manual
- Writing the Procedure
- Developing Support Documents

Seminar Fee: P8,736 (VAT-inclusive)

Webinar Sessions: 2

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

Note: In-house implementation is recommended for these seminars.

Just-In-Time Production System (JIT)

When people hear JIT, what comes to mind is zero inventory and that it is impossible to implement if raw materials are imported. Don't believe this for a minute because what Just-in-Time (JIT) really means is producing only the required quantity of the customer through a system that assures delivery of complete quality product rather than making work-in-process. The functionally-oriented conventional production system has been designed to work hard on making work-in-process inventory, which can never be delivered to the customer. What management should be doing is to focus organizational efforts on delivery of customer requirements on time instead of getting lost in a host of activities that have nothing to do with the customer. The JIT Production System seminar/workshop is a presentation of cases of proven approaches and techniques for improving customer satisfaction through timely delivery of good quality products at competitive prices.

Objectives: By the end of this seminar, a successful participant should be able to:

1. Discuss the systems and techniques of Just-in-Time and Lean Manufacturing System
2. Emulate examples from successful cases;
3. Generate ideas on how JIT and Lean System techniques might work in the participants' process/company;
4. Contemplate an action plan to implement appropriate JIT solutions for his/her process/company.



Agenda:

- Takt Time concept
- Pull Production system
- 5S - Red Tag campaign
- Visible Management
- Factory layout solutions
- Line Balancing
- Change-over and set-up Improvement
- Production Leveling
- Dealing with machine breakdowns - Autonomation, TPM
- Cultural issues of JIT
- Action Planning

Who should attend: Managers, Engineers, and Supervisors in Production, Engineering/Maintenance, Human Resources, Corporate Planning, Logistics Sales/Marketing & Materials Management/Purchasing, PPC and others

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/ Enrico C. Mina

Dates: Apr 11-14 '23, Jul 10-

13 '23, Oct 3-6 '23, Jan 25-30 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Kaizen-Sigma System (K6S)

Kaizen-6 Sigma System (K6S) is the blending of Six Sigma Methodology to an existing Kaizen initiative of a company. A continuous improvement program or Kaizen has already placed an organization a notch higher than others. The integration of Six Sigma methodology (which employs strict discipline in measurements and statistical analysis) is expected to enhance the design, problem solving and process improvement potential of a Kaizen company. The adoption of Kaizen-6 Sigma System will lead to profound changes in the organization. This 2-day course is a top-level briefing and workshop for company leaders in order to prepare the organization for the adoption of the Kaizen-6 Sigma System as the way to improve the “production system” or the “business system”. The production system is the collective way to conduct business: develop and make products or services, interact with customers, deal with one another, deal with suppliers, face failures and opportunities, solve problems, deal with changes, and many more. This seminar will cover the conceptual and mental framework, introduction approach, organizational and training requirements, and opportunities and benefits the new Kaizen-6 Sigma System will provide to the company.



Objectives: By the end of this seminar-workshop, the participant would be able to:

1. Articulate the superior strategy of Kaizen-6 Sigma in improving the “production system”;
2. Describe the advantages of infusing the Six Sigma Methodology and Discipline in the current Kaizen program;
3. Execute changes of approach in the current continuous improvement program in the light of Kaizen-6 Sigma System;
4. Focus improvement to the total benefit of the “production system”;
5. Re-organize the current program to convert to Kaizen-6 Sigma System;
6. Practice the Kaizen-6 Sigma discipline of measurement and statistical mindset.

Agenda:

- The Kaizen Culture
- The Six Sigma Methodology
- Principles of Kaizen-6 Sigma System
- Concepts of Kaizen-6 Sigma System
- Organization for Kaizen-6 Sigma
- The Kaizen-6 Sigma Process
- Improving the “Production System”
- Kaizen-6 Sigma System Tools & Techniques
- Is your company Kaizen-6 Sigma?
- Next steps

Who should attend: Executives, General Managers and Managers In-charge of Production/ Operations, Human Resources, Engineering, Maintenance, Purchasing, Marketing, Finance, Accounting, etc.

Seminar Fee: P15,904 (VAT-inclusive)

Facilitators: Jose S. Villegas

15 '23, Dec 5-8 '23, Mar 12-15 '24 (Note 8:30 am to 12:00 nn daily via Zoom daily via Zoom)

Webinar Sessions: 4

Dates: Jun 13-16 '23, Sep 12-

Kaizen Strategy (KAI)

Kaizen or Continuous Improvement is the secret behind the success of globally competitive corporations. It is what brought Toyota to be the world's number 1 automaker. Kaizen is not a thoughtless improvement but a well-orchestrated approach initiated from the top rather than from the bottom. Kaizen is also a culture of improvement that assures profitability in the process of keeping customers loyal and satisfied. It involves creating the internal capability to detect and capture problems/ideas, transform the same into opportunities, and putting these into actions that make processes and products better, faster, safer and cheaper.

This seminar will make management realize the need to adopt a more dynamic set of commonly held values, beliefs, practices, and systems that nurture continuous improvement. It will discuss the concepts and principles of Continuous Improvement (Kaizen) strategy that will open the minds of the participants to possibilities and break old paradigms that only aim to defend the status quo. The Kaizen strategy provides for meeting or exceeding customers' quality, cost, and delivery (QCD) requirements through continuous improvement of people and processes while keeping the company profitable. Through examples and workshops, the seminar will demonstrate the power of Kaizen as a strategy for competitive success.



Objectives: By the end of the seminar the participants would have:

1. Gained a better appreciation of the necessity to match the internal process and people capabilities with customer expectations,
2. Appreciated process value recognition,
3. Learned the techniques for process waste elimination,
4. Learned the techniques for maintenance of improvements,
5. Learned and appreciated the Kaizen culture.

Agenda:

- Super-Ordinate Principles
- Concepts of CPI and TQM
- Process Flow Mapping
- Process Wastes
- Waste Elimination
- Process Improvement
- Simulation
- Standards & Suggestions
- The Culture of Improvement
- Where do we go from here?

Who should attend: Executives, General Managers and Managers In-charge of Production/ Operations, Human Resources, Engineering, Maintenance, Materials/Purchasing, Accounting/Finance, etc.

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina/J. Villegas

Dates: May 16-19 '23, Jul 11-14 '23, Sep

12-15 '23, Nov 14-17 '23, Jan 16-19 '24; Mar 12-15 '24 (Note 8:30 am to 12 nn daily via Zoom)

Leadership & Management (LMW)

An effective manager is also a leader of his/her people. Leadership is a trait that a person is not born with but which can be acquired through training and experience. It is characterized by appropriate use of power, understanding human nature, and ability to motivate and inspire people to attain group goals.

This seminar/workshop walks the participants through the essential principles of management and leadership. It imparts the various leadership models that can be adopted in different situations and the important management and people skills one has to acquire and develop in order to manage effectively.

Objectives: A successful participant will:

1. Understand, accept and adapt the Skills in Communication and Effective Interfaces;
2. Learn & adapt the concepts of Leadership as applied in management of people;
3. Learn and apply the management functions in handling the roles of a manager;
4. Understand and adapt the concepts in Planning and Organizing Work
5. Learn how to coach/counsel, motivate and train/develop subordinates.

Agenda:

- Communication Skills
- Forms of Communication
- The Planning Function
- Decision Making
- Organizing and Staffing
- Bases of Power
- Delegation
- Leading and Leadership
- Coaching & Counseling
- Controlling Functions
- Workshop/Off-session Activities



Who should attend: This training will specially benefit supervisors and managers management trainees, and those who are about to be promoted as supervisors or first line managers

Seminar Fee: P8,736 (VAT-inclusive)

Facilitators: Enrico C. Mina/ Elis M. Fantillo

Dates: Jun 15-16 '23, Sep 19-

20 '23, Nov 27-28 '23, Feb 26-27 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Webinar Sessions: 2

Dates: Jun 15-16 '23, Sep 19-

20 '23, Nov 27-28 '23, Feb 26-27 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Leadership for Kaizen (LKN)

During the times of plenty, any idea or management system can be successful. It is during rough times like the present economic environment, that excellent corporations stand out and gobble up the market shares of others who lose out. What makes these companies thrive when others were just barely trying to survive?

The real secret behind the success of Toyota and other global giants does not lie on the systems and techniques like Six Sigma, Lean Manufacturing, kanban, JIT, SMED, etc. This workshop will show that Kaizen culture plus visionary leadership equals a formidable competitor. It identifies the building blocks of Kaizen as a culture and the role that executives play in order to build and develop a Kaizen culture in the company. It demonstrates that the systems and techniques are actually solutions to total system issues as envisioned by the leaders. Finally, the workshop will explore the mechanisms by which companies may be able to emulate and apply the lessons from Toyota and other winners in our turbulent economic condition characterized by high costs.

Objective: By the end of this workshop, the participants would have;

- 1) Envisioned the kind of future organization, & people-culture for his/her company;
- 2) Identified the success features of the Kaizen culture historical companies;
- 3) Understood the role of executives and managers in creating, developing and leading the Kaizen culture in a company; and
- 4) Examined how a Kaizen organization respond to high cost environment.

Agenda

- Kaizen in history
- Solutions of excellent companies
- The Cinderella Effect
- Seeing solutions, not problems
- Dangers of copying somebody else's solution
- What is a Kaizen Culture?
- Elements of a Kaizen Culture
- Goals of Business & Theory of Constraints
- Problems are opportunities
- Visionary Leadership
- Visions lead to solutions
- Designing & Developing the Kaizen Culture

Who should attend: Executives, managers, leaders, entrepreneurs, and others in all industries: service or manufacturing

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina/J. Villegas

Dates: Oct 24-27 '23, Feb 20-23 '24

(Note 8:30 am to 12:00 nn daily via Zoom, best for in-house runs – contact us!)

Lean Inventory System (LIS)

The objective of every company is to deliver goods and services to its customers. In doing so, materials must be purchased and made available for production.

A certain level of inventory becomes necessary, especially that the materials are imported or the suppliers cannot deliver "just-in-time".

The Lean Inventory System seminar or Inventory Planning Control (IPC) is designed to equip the participant with working concepts on IPC and the necessary skills to implement these concepts in order to improve inventory turn-over, while continuously making available materials needed in the company operation.

These concepts will find a lot of use in computers because of the volume of materials and transactions that your company works on. The emphasis of the training however is in understanding the principles behind concepts.

Objective: By the end of the seminar the participants would have been equipped with working knowledge and techniques for cost effective materials planning and management.

Agenda

- IPC Concept, Objectives, Scope
- Organizing IPC
- Classifications of Materials
- Materials Identification and Coding
- Classical Inventory Control Technique
- Materials Requirement Planning
- Some Inventory Reduction Techniques
- Performance Analysis



(Note: The participant is advised to bring a calculator.)

Who should attend: This training will specially benefit inventory planning managers, inventory controllers, materials managers, purchasing managers, corporate planners, production managers and those whose jobs are to be on top of this important function of supplying materials to the company operation at the least possible cost.

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina

Dates: May 22-25 '23, Aug 7-10 '23, Oct

9-12 '23, Jan 26-31 '24, Mar 19-22 '24 *(Note 8:30 am to 12:00 nn daily via Zoom)*

Lean-Kaizen Office (LKO)

In today's extremely demanding office environment, results are expected to be carried out efficiently, i.e. effective, fast and minimal cost. To realize this, goals are clear, people understand the changes taking place in a fluid work environment, and do the best thing possible in a given situation. This is not, however, seemed to be how offices carry out business. Instead, in most offices results are realized only after an exorbitant cost and completion time that is nearly impossible to predict.

This seminar on Lean-Kaizen Office imparts the concepts and techniques for focusing everyone to the goal of the office as support to manufacturing or service business. It features the Kaizen Management System for office such as visual management, standing work, cordless phones, C-H Chart and other techniques that allow coordination of work, cooperation, and connecting efforts of individuals working in a group. It demonstrates how an office can be transformed to a continuously learning and improving organization focused on creating value for customers and avoiding unnecessary efforts and expenses.

Objectives: By the end of this seminar the participants will be capable to and create an environment that supports effectiveness and speed in attaining the main purpose of an office as a workplace for supporting the business. It will impart the techniques that allow people to focus on business (and avoid non-value adding activities), cross-functional teaming, easy and seamless communication through breaking down departmental barriers, visual management and improvement of morale.

Agenda: Among others, the following will be discussed:

- Just-in-Time Transaction
- Visual Project/Work Status
- Work Flow Room
- C-H Charting
- Customer-paced Work
- Procedure Standardization
- Hi-Tech Applications
- Creating a Kaizen Culture

Who should attend: Senior Business Executives, Decision-Makers, Managers, Engineers and Executive Assistants in Executive Offices, Administration, Sales, Marketing, Purchasing, and Engineering and other support functions of any company

Seminar Fee: P8,736 (VAT-inclusive)

Webinar Sessions: 2

Facilitators: Jose S. Villegas

Dates: Jun 20-21 '23, Aug 29-

30 '23, Nov 28-29 '23, Feb 27-28 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Lean Manufacturing (LMF)

Lean Manufacturing System means producing only what the customer requires and doing only the activities related to this requirement. Kaizen philosophy provides that by concentrating efforts only on customer requirements and nothing else, a lot of material and process wastes can be avoided. This approach also minimizes cost, improves quality, and quickens cycle time.

The Lean Manufacturing seminar teaches and demonstrates the concepts and techniques for delivering excellent quality products on time and at the lowest cost possible. Furthermore, it will impart the organization, culture, policies, practices and configuration that will support the “lean initiatives”. Minimal work-in-process and finished goods inventory becomes a natural outcome of the customer-oriented nature of Lean Manufacturing System which employs the Plan-Do-Check-Act “Gemba Kaizen” methodology. Also referred to as “Lean Business”, Lean Manufacturing is an excellent fit for the office and service-oriented organizations as well.

Objective: By the end of the training-workshop, the participants would have learned the concepts and techniques which will equip them enough to implement a truly Lean Manufacturing in their respective companies.

Agenda: Among others, the following will be discussed:

- Kaizen, PDCA & Market-In
- Problems: A mountain of Treasure
- Using your brain
- 7 Muda and 3 Mu
- Toyota Production System
- Push vs. Pull Production Flow
- TAKT Time & Theory of Constraints
- Production Shapes and Layouts
- Kanban System
- Set-up Time Reduction
- Visible Management



Who should attend: Managers, Engineers and Supervisors in service and manufacturing

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/Elis Fantillo

Dates: Jun 6-9 '23, Sep 18-21 '23,

Nov 20-23 '23, Feb 6-9 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Logistics Management (LMT)

Logistics came from French *logér* which means “accommodate”. Logistics was initially applied in military to support the movement, supply, food and accommodation of a campaigning army. Business has adopted logistics and successfully used it to support customer requirements and to gain control on the supply chain. However, with advanced computer and telecommunications technologies, businesses are expected to act and respond quickly to customer orders like never before. This reality is pushing the logistics people to be more efficient and cost effective in carrying out their job. And how about the phenomenal emergence of e-commerce and e-business? This calls for a radical look in logistics management. Many companies nowadays rise or fall on its logistics capability.

This course reviews some of the most basic terms, concepts, principles and methods for successful planning, organizing and controlling of logistics activities. Actual and experiential approaches for a globally competitive logistics strategies will be presented.

Objectives: By the end of the seminar, the participant would have gained:

1. Added insights on logistics management as a whole;
2. Learned state-of-the-art tools and techniques for evaluating logistics performance and problem-solving; and
3. An appreciation of the globally competitive logistics management system employing the airline standards.

Agenda:

- The Logistics Process
- Vendor Shipping Details
- Customer Releasing
- International Standards for Shipment Priority
- Shipping & Shipping Information
- Trucking
- Receiving & Inspection
- Warehousing
- Centralize Inventory Control System
- Experiences and Cases

Who should attend: Managers, supervisors, and staff in Logistics, Materials, Warehouse, PPC, and Security

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Norman Ga / Elis M. Fantillo

Dates: TBA - Recommended for

face-to-face in-house/exclusive run, contact us at jsv@kaizenmgtsys.com

Machine/Process Capability Study (MCS)

Nowadays, products are becoming more and more hi-tech, extremely accurate, precise and reliable. As these are hard to make, manufacturers are finding it more and more challenging to consistently satisfy customer demands. This seemingly impossible task can only be pursued through state-of-the-art production technology coupled with precision process control.

This seminar teaches the method of establishing, measuring, maintaining and managing process and hardware capability that will achieve consistent compliance with customer specifications. Process capability studies are essential if only to assure customer satisfaction.

Objectives:

1. To gain expertise in the process of producing products whose quality excellence is unsurpassed by major competition.
2. To learn techniques how to continuously perform manufacturing or assembly process rather than by extensive after-the-fact sorting and rework or scrap of defectives.
3. To acquire knowledge of how to consistently achieve effective process performance.

Agenda:

Intro to Machine Capability

- The need for Capability Studies
- Descriptions of Capability Studies
- Relationship between machine and process Capability Studies
- The Capability Analysis Sheet
- Completing the form
- Interpreting the Results
- Treating Non-Normal Data

Other Techniques

- Computer Techniques
- Hand Held Calculators & Computational Technique
- Confidence bands & Small Samples
- Control Charts
- Series & Parallel Machines & Process
- Attribute Data

Who should attend: Production/Process Engineers & Supervisors, Equipment Engineers, Line Maintenance Supervisors, QC Engineers & QA Supervisors.

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Rene D. Estember / Juanito S. Chan

Dates: May 30-31'23, Sep 14-15

'23, Dec 4-5 '23, Feb 15-16 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Maintenance Management (MMG)

The seminar features the theory and practice of maintenance management. It walks the participant through the various management philosophies and approaches to maintenance. The participant will learn how to plan and organize the maintenance activities, lead the maintenance craftsmen and technicians, manage spare parts and consumables, prepare/justify budgets, handle emergency situations and improve the maintenance management system. It will provide theoretical inputs and explain how a computerized maintenance management program works and how the company can take full advantage of it. The workshop leader will also discuss how to manage relationships with production and other units in the company. And finally, provide tips on how to integrate the continuous improvement (*Kaizen*) process in maintenance.

Objective: By the end of the seminar the participants would have learned the managerial techniques necessary to carry out a successful and efficient maintenance management that improves machine availability and equipment effectiveness and eventually reduces maintenance costs.

Agenda:

- Objectives of Maintenance
- Maintenance Philosophies
- Preventive Maintenance
- Reliability Maintenance
- Maintenance Management System
- Job Prioritization
- Maintenance Projects
- Maintenance Budgeting
- Improving Relations with Production
- Continuous Improvement in Maintenance
- Maintenance Computerization



Who should attend: Maintenance and Engineering Managers, Engineers & Supervisors in charge of planning and maintenance operations of plant and facilities; and those who are up for promotion to be supervisors or managers in Maintenance & Engineering

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Pico O. Ortaliza /Jose S. Villegas **Dates:** Apr 25-28 '23, Jun 20-23 '23, Aug 8-11 '23, Sep 17-20 '23, Jan 8-11 '24; Mar 21-26 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Measurement System Analysis (MSA)

While we control the variability of the products or processes, we must also make sure that our measurement can be relied upon. This is so, because the measurement system can also be subject to variability. Improving the measurement system (Gage R & R) is the first requirement for being truly in control of your process.

Capable measurement systems are a requirement of many major customer approval processes, including TS-16949. Robust measurement is an essential component of capable processes. This course develops the participant's ability to take a process-focused approach to evaluating the measurement system itself. Using simple statistical techniques, participants evaluate the measurement process to determine its acceptability and ability to detect improvements in the process being measured.

Objectives: At the end of the seminar, the participant would have acquired the following: (1) Understand why Measurement Systems Analysis is important;
(2) Identify the different measurement systems variation;
(3) Quantify the contribution of measurement system on overall product variation

Agenda:

- General Measurement System Guidelines
- Types of Measurement System Variation
- Measurement System Discrimination
- Analysis of Measurement System
 - Stability
 - Bias
 - Repeatability
 - Reproducibility
 - Part-to-Part Variation
 - Linearity
- Gage Performance Curve
- Attribute Gage Study
- Inspection Capability Study



Who should attend: Quality Managers, Quality Engineers and Technicians, Management Representatives, those interested in auditing MSA, and those who are responsible for planning, using and maintaining measurement systems. Lab technicians and individuals responsible for process improvements should also attend.

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Rene D. Estember / Juanito S. Chan

Dates: Jun 26-27 '23, Sep 14-15

'23, Nov 28-29 '23, Jan 29-30 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Muda Elimination (MUD)

(Gemba-Kaizen Workshop)

Muda or process wastes are activities and outputs in the process that add unnecessary cost, delay delivery and at times worsen quality. *Muda* exists everywhere (shopfloor, field and office), even in companies that are considered to be world-class. The challenge of continuous improvement (*kaizen*) is to find *muda* and eliminate them. Hunting and eliminating *muda* can be a continuing process involving everyone (management, workers, suppliers and customers).

Muda Elimination Workshop imparts the concept of muda and its adverse effects on the total company business. The workshop will teach how to identify, measure and eliminate process wastes in the context of the continuous improvement philosophy. The participants will be given an opportunity to apply the knowledge and skills learned in an actual muda elimination exercise called *Gemba-Kaizen*.

Objectives: By the end of the workshop, the participants would have learned or acquired the following: 1.) awareness of *kaizen* philosophy; 2) ability to qualify process inefficiency; 3) techniques and skills in identifying, measuring and eliminating process wastes; and 4) small test project for a simple *muda* elimination in the workplace.

Agenda:

- Essential Kaizen principles and concepts
- The 3 *Mu* and Seven *Muda*
- Adverse effects of *muda* to business
- *Gemba Kaizen & Muda* elimination
- Muda identification and elimination exercise

The 7 Wastes



Who should attend:

Managers, Supervisors, Engineers and Leadmen and staff in Production/Operations, Maintenance & Engineering, Support Groups and Offices

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Jose S. Villegas

Dates: TBA - Recommended for

face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com

Personality Projection & Development (PPD)

First impressions count and never has it been more important than today's service-centric workplace. How we present ourselves to the customers (both internal and external) at the touch points affects our products or services' perceived value. With this current business reality, having a well-developed personality is key in handling impression-heavy business situations.

Whether this is simply putting on the appropriate attire for a planned customer handhold or just a regular office day, personality projection makes or unmakes the company being represented. Its either we add value or subtract from it.

Having a well-developed personality will also prove to be of valuable help on stressful situations such as handling a customer complaint. But a winning personality does wonders in solidifying customer relationships that is essential to customer retention, business success.

Objectives:

1. Introduce to the participant the a personality sketch of 21st century professional
2. Present to the participants a framework that career and family are not adversaries but complementing friends
3. Help the participants develop individual action plans for personality developments.

Agenda:

- Who is the 21st century professional? A character sketch
- Corporate attire – an expression of corporate identity!
- A system's view on working person/family person
- Workshop topics
 - Handling customer complaints
 - Stress Management



Who should attend: Any professional, including but not limited to managers or Supervisors, who has identified that how we present ourselves is a key to business success

Seminar Fee: P8,736 (VAT-inclusive)

Facilitator: Elisier M.Fantillo

Webinar sessions: 2

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please email jsv@kaizenmgtsys.com*

Poka-Yoke (PYK)

Zero-Defect Operations by Mistake-Proofing the Process

This workshop will examine the nature and types of human errors involving human-machine interfaces and provide the approaches to eliminate or avoid them through system improvement. The facilitator will employ actual cases from personal experience and everyday examples to add to the effectiveness of the learning session. The power of this workshop is that, participants have testified how ideas and solutions came up even while the seminar was still going one.

Poka-yoke is Japanese for mistake proofing. It was first proposed in 1961 by Shigeo Shingo and developed by him as an integral part of the Toyota Production System. It is indispensable to achieving zero defects and enabling Just-in-Time production operations and Six Sigma initiatives.

Objectives: At the end of this seminar, the participants will be able to:

1. Understand the basic principles and concepts behind *poka-yoke*.
2. Apply these principles and concepts to the development of a *poka-yoke* solution to an actual operating problem.

Agenda:

- Introduction to Improvement - Kaizen
- 10 Common Causes of Errors
- 10 Most Common Process Deviations
- Mistake-Proofing Principles
- Approaches to Dealing with Errors
- Mistake-Proofing Approaches
- Basic Poka-Yoke Functions
- Methods to Detect Process Deviations & Product Defects
- Types of Sensors
- The A3 Exercise
- 10 Steps to Poka-yoke

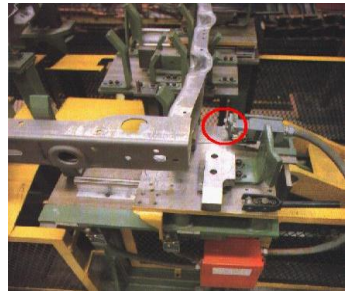
Who should attend: Recommended for plant managers, operations managers, business owners, process engineers, product design and development specialists, industrial engineers, and other personnel directly involved in the design, production, maintenance and distribution of products or in service design and operations.

Seminar Fee: P8,736 (VAT-inclusive)

Facilitator: Jose S. Villegas

Webinar sessions: 2

Dates: Apr 4-5 '23, Jul 6-7 '23, Sep 1,4 '23, Nov 28-29 '23, Feb 20-21 '24 (Note 8:30 am to 12:00 nn daily via Zoom)



Proactive Warehousing (PWH)

The game of competition is quality, cost and delivery. With everything being equal, cost will become the differentiating factor in customers' buying decisions. One of the areas where cost management can be very promising is in the warehousing function in which space, safety, security, interest rate and other inventory carrying costs are huge and fast increasing.

The Effective Warehousing System seminar takes up the concepts and efficient practices that will clarify the critical role of the warehouse as a factor in overall cost and efficiency of the company. It will integrate concepts of continuous improvement and Total System Approach in the warehousing function. This seminar is developed for warehouse managers, supervisors and practitioners who would like to adopt new warehouse practices, and; for materials managers, systems analysts, finance people, marketing and production staff who would like to understand how the warehouse relates to their own functions.

Objective: By the end of the seminar, the participant would have refreshed and enhanced his/her working knowledge and skills of the warehousing function.

Agenda:

- Warehouse: A necessity?
- Warehouse Concepts
- ABC Classification of Materials
- Warehouse Layout
- Stock Locator
- Warehouse Procedures
- Inventory Taking
- Warehouse Reports
- Warehouse Performance Measurements



Who should attend: Warehouse Managers and Supervisors, Warehousemen, Materials/ Purchasing Managers and Supervisors.

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Elisier M. Fantillo / Normand Ga

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please contact us at jsv@kaizenmngt.com*

Problem-Solving Process & Tools (PPT)

This workshop imparts simple and easy yet effective tools and techniques in problem solving. Years of experience and observation of Kaizen consultants have proven that these tools and techniques can easily be learned by just about anyone, technical or non-technical. The teaching methodology was designed for easy understanding and application. The participants will have the opportunity to apply the learning on actual problems they are facing back where they work. In the end they will be equipped with a logical sequence of problem solving process from beginning to end known as the Kaizen Story.

Objectives: In this 2-day workshop, the participants will be able to (1) learn the concept of process waste; (2) identify clearly a problem; (3) draw a flowchart showing the problem-creating process; (4) use a cause-and-effect diagram to identify the most probable causes; (5) validate the most probable causes using checksheets, histograms, Pareto analysis, and scatter diagrams; and (6) formulate solutions and implementation.

Agenda:

- Brainstorming
- Problem Definition and Dimensions
- The Concept of Process Waste
- Process Mapping
- Cause and Effect Diagram
- Checksheets and Data Gathering
- Histograms & Data Presentation
- The Pareto Principle and Diagram
- The Why-Why Diagram & Root Causes
- The Scatter Diagram
- Solution Generation & How-How Diagram
- Action Planning
- The Kaizen Story



Who should attend: Managers, engineers, supervisors, planners, trainers or staff especially those who are involved in solving high-priority work problems on production/operation, services, engineering, maintenance, marketing & sales and other functions. It will be ideal for companies who are into programs like Kaizen, Quality Circles, Six Sigma, and ISO-9000/TS16949 initiatives.

Seminar Fee: P14,672 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/Enrico C. Mina **Dates:** Apr 17-20 '23; Jun 26-29 '23; Aug 22-25 '23; Oct 10-13 '23; Dec 5-8 '23; Feb 27, 1 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Project Management (PMP)

The Project Management is a 14-hour basic course based on the manufacturing methodology and formats. It is intended to provide participants with the knowledge and skills to execute a project successfully in support of business needs. This seminar focuses on improvement projects in production/operations, facilities, administration, and others that might be implemented by cross-functional teams (CFTs), productivity improvement teams or quality circles. It will also be applicable to engineering/maintenance, R&D and other technical projects. The course hand out doubles as guide that can be used as reference by the project team members when executing an actual project.

Objectives: Upon completion of this course, the participant will be able to:

1. Describe the Program methodology
2. Describe the role and responsibilities of a project team member, project leader, sponsor and extended team members.
3. Describe the process steps for project planning.
4. State the deliverables of the project.
5. Develop a Flexibility Matrix and Work Breakdown Structure (WBS) Sketch out a Schedule and Gantt chart for the project.
6. Determine a Risk Management Plan for the project.
7. Describe the methodology for monitoring a project to schedule.
8. Apply project management methodology to existing and upcoming projects.

Agenda:

- Program Methodology
- Project Leadership
- Project Conception and Definition
(Project Scoping & Deliverables, Organization, and Risk Assessment)
- Project Planning and Scheduling
(WBS, Gantt Chart, and Pert/CPM)
- Project Implementation & Measurement
(Variance Analysis, Corrective Action (and Project Status Report)
- Project Closure & Evaluation
(Project Handover, Project Evaluation, and Final Sign-off)

Who should attend: Team leaders of Cross-Functional Teams, Quality Circles, System Improvement Teams, and Productivity/Efficiency Improvement Teams

Seminar Fee: P14,672 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/Janice J. Gumasing **Dates:** May 8-11 '23, Aug 14-17 '23, Nov 6-9 '23, Dec 5-8 '23, Jan 16-19 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Reliability Maintenance (REM)

The production/operation activities are the ones delivering customer requirements. The critical role of maintenance is to make the machines available for production. Breakdowns and machine failures are prevented and total maintenance cost is pinned down to the minimum.

This 15-hour seminar takes you through the factors which affect equipment performance efficiency, availability and service life. It imparts the tools and techniques for measuring, calculating, predicting and improving machine, equipment and parts reliability. The organizational aspect (Reliability Committee) of reliability improvement in a company will be covered. The Apollo method of failure analysis will be imparted as a technique for post mortem equipment failure. Finally the methodology for migrating the breakdown incidents to planned maintenance.

Objectives: At the end of the seminar, the participants would have acquired the following:

1. Clear understanding on the selecting the “Right Mix” of Maintenance Strategy
2. Appreciate metrics formulation to measure equipment performance
3. Develop constructive analysis to mitigate chronic equipment failure
4. Derive benefits from organizing the Reliability Committee (**best practice**)
5. Finding effective solution through application of “Root Cause Analysis”-the Apollo Method.

Agenda:

- Kaizen introduction
- Maintenance philosophies
- Machine Availability
- Machine Efficiency
- Machine Breakdown
- The Reliability Function
- Reliability Centered Maintenance
- Failure Mode Effects & Criticality Analysis
- Organization for Reliability
- Apollo Root Cause Analysis
- Breakdown to Planned Maintenance

Who should attend: Plant Managers, Operation Managers, Production, Maintenance (Mechanical, Electrical, Instrumentation, Methods, Engineering) Managers, Purchasing or Warehouse Managers and Line or Area Supervisors. It will be beneficial also for the plant engineers (Inspectors, Planners, Schedulers, mechanical, improvement) to attend as the concept involves cross-functional teamwork

Seminar Fee: P8,736 (VAT-inclusive)

Facilitator: Jose S. Villegas

Webinar sessions: 2

Dates: May 30-31 '23, Aug 30-31 '23, Oct 30-31 '23, Jan 30-31 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Secretaries & Admin Enhancement (SEC)

The secretary and the administrative staff occupy pivotal role in the daily office routine of the manager. Projecting the image of the boss as well as the company, she/he basically functions as the manager's extension arm relieving him/her of certain administrative tasks and trivial chores. Occasionally, the secretary finds roles like communication center, personal adviser, sartorial consultant, travel arranger, interior decorator, protocol officer, and a host of other concerns.

Given these varied duties and roles, the company needs to continually provide training and support to enhance the skills and personality of secretaries and administrative staff.

This seminar includes discussions and exercises for imparting knowledge, values and skills in areas such as managerial support, office communication, decorum, and physical projection.

Objectives: By the end of the workshop the participant will have acquired the proper secretarial and administrative norms, behavior and work techniques plus the attitude of continuous self-improvement.

Agenda:

- Effective Office Communication
- Taking Minutes of Meetings
- Office Protocol
- Telephone Etiquette
- Relating with foreign Guests
- Personality Projection
- Behaving in a Company Party
- Fine Dining
- Health Maintenance



Who should attend: Secretaries, Clerks, Administrative Supervisors & Staff, Executive Assistants, etc.

Seminar Fee: P15,904 (VAT-inclusive)

Facilitator: Tita D. Milan

Webinar sessions: 4

Dates: TBA - *Recommended for face-to-face in-house/exclusive run, please contact us at jsv@kaizenmgtsys.com*

Statistical Process Control (SPC)

Variations are common in nature and in industries. Customers abhor too much variability, in fact, the ability of a provider to predictably deliver uniform products and services is an indication of good quality. However, customers have accepted variations to be a fact of life so tolerances have been put in place. Processes can be controlled so that the resulting product or service doesn't violate the customers' tolerable measures. Statistical process control is an initiative to establish measure, monitor and control process performance (variability included) through the application of statistics. It attempts to detect abnormalities early enough in order to eliminate assignable causes that result in product defects.

Completion of course earns the participant 20 points credit for Kaizen-6 Sigma Green Belt and Black Belt Certification.

Objectives: By the end of the webinar, a successful participant will be able to:

1. Explain the basic concepts & principles of statistics, probability, variation, measurements & control, such these can relate to their work situations;
2. Elucidate on the basic principles behind statistical process control and process capability studies;
3. Interpret quality reports and apply statistical tools and techniques in solving quality and design issues; and
4. Develop statistical solutions applicable to his/her company.

Agenda:

- Fundamentals of Quality Control
- Basics Statistics
- Concepts & Theories of Probability
- Theory of Variation
- The Concept of Measurement
- Acceptance Sampling
- Sampling and Mil Std 105-E
- Histogram
- The Normal Curve
- Control Charts
- Process Capabilities & Tolerances
- SPC Management
- Six Sigma Quality
- Problems & Cases

(Note: The participant is advised to use a laptop or scientific or statistical calculator.)

Who should attend: Managers, Supervisors, Foremen, & Staff in Production, QA/QC, Industrial Engineering, R & D, Process Audit; Improvement Teams, Maintenance & Engineering, & Training Departments

Seminar Fee: P14,672 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Jose S. Villegas/Juanito S. Chan **Dates:** Apr 24-27 '23, Jun 27-30 '23, Aug 22-25 '23, Nov 20-23 '23, Feb 13-16 '24 *(Note 8:30 am to 12:00 nn daily via Zoom)*

Supervisor's Training Program (STP)

It is a good practice for companies to promote supervisors from the ranks especially if such is supported by training and development. On-the-job coaching is excellent for gaining management experience but the newly promoted supervisors ought to learn management principles and concepts as well.

This course is designed for supervisors or those who are about to assume roles as supervisors. It will equip them with certain managerial techniques and years of solid supervisory experience backed up by proven management principles and practices. It includes exercises designed to draw from them day-to-day supervisory problems and coach them tools to meet these problems effectively.

Objectives: At the conclusion of the course a participant is hoped to be able to:

1. Identify the role and functions of the supervisor and his/her relationship with superiors, peers and subordinates.
2. Analyze and discuss basic management concepts and principles on supervision as they are applied in practice.
3. Assess the effectiveness of his/her supervisory skills against the tools and techniques of supervision he/she will have learned.
4. Practice with conscious effort positively validated & newly acquired supervisory skills.

Agenda:

- Communication
- Knowledge/Skills Required
- Key Issues in Planning
- Organizing & Its Activities
- Key Issues in Delegating
- The Controlling Function
- Skills in People Handling
 - Selecting People
 - Interviewing Skills
 - Motivating
 - Decision Making
 - Appraising Performance



Who should attend: Newly Promoted Supervisors and Management Trainees

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina / Elis Fantillo

Dates: Apr 25-28 '23, Jul 24-27 '23,

Oct 24-27 '23, Jan 16-19 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Supply Chain Management (SCM)

This course is about the management of design, development and improvement of the internal and external components of the organization's supply system. It imparts the approach of minimizing total system cost by the effective management of materials, information, and finances as they move in a process from suppliers to manufacturing to the commercial chain and finally to consumers. It also discusses the issues a company must address in implementing a supply chain system and the performance measures that come with it.

Objectives:

By the end of the seminar, the participant would have gained the following:

1. Appreciation of the total system approach to materials management;
2. Learned the state-of-the art tools and techniques in measuring and evaluating supply chain performance;
3. Learned from the experiences of others on how to improve total system cost.

Agenda:

- Introduction to Supply Chain Management
- Logistics Management
- Inventory Management
- Information Management
- Strategic Purchasing & Alliances
- SCM Assessment Tools



Who should attend: Officers, supervisors, and managers in purchasing, materials management, logistics, warehouse, distribution, inventory planning & control, shipping, etc.

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina / Elis Fantillo

Dates: TBA - Recommended for face-to-face in-house/exclusive run, please contact us at jsv@kaizenmgtsys.com)

Technical Writing & Office Communication (TWO)

Writing is a very important form of office or plant communication. Printed or typed letters and documents serve as permanent and unchangeable records of communications. In fact, a letter or a document can serve as evidence in courts of law. Skills in organizing ideas and putting them in written form are a key in writing standards. Writing ability is particularly useful for companies aiming for any of the ISO certifications or maintaining them.

Writing however, can be an agonizing process for many technical people whose college training offered little chance for writing and who keep their bosses wondering about their written reports. How many good ideas and opportunities were missed because of the technical person's lack of writing skills and self-confidence?

Objectives: At the end of this workshop the participant will be able to apply techniques that make for simple, clear, straight-forward, well presented and jargon-free written communication from a technical person.

Agenda:

- The Communication Process
- Introduction to Quality Technical Writing
- Writing Standards
- The Technical Report
- Tips & Techniques for Better Report Writing
- Report Writing Workshop
- Business Letter
- Tips & Techniques for Better Business Letters
- Business Letter Writing Workshop
- Memorandum
- Tips & Techniques for Better Memo Writing
- Project Proposals
- Tips & Techniques for Better Project
- Proposal Writing



Who should attend: Engineers, Chemists, Accountants, Auditors, Technicians, Specialists and other Technical people

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina

Dates: TBA - Recommended for

face-to-face in-house/exclusive run, please contact us at jsv@kaizenmgtsys.com

Total Productive Maintenance (TPM)

It is not difficult to see that operational success is determined by the machine speed (efficiency) and production time (availability). And that downtime of any type (machine breakdown, changeover, no feed, etc.) keeps the production system from serving the customer. Furthermore quality, delivery and cost suffer when machines run inefficiently. This workshop will impart the concepts and methods of conducting a TPM-style shop floor improvement. Consistent with **Section 8.5.1.2 of IATF 16949:2016**, TPM stands for Total Productive Maintenance which is a Kaizen system for improving overall equipment effectiveness (OEE) by eliminating muda and production time grabbers (non-value adding activities) in operations and in the preventive maintenance of machines and equipment. It provides an introductory treatment for companies who embarks on TPM program as well as training for individuals who are about to be involved in TPM.

Objectives: By the end of the workshop, the participants would be able:

1. Elucidate the Kaizen philosophy that inspires people to change;
2. Apply the basic concepts, tools and techniques of TPM, and the system for continuous improvement of the Overall Equipment Effectiveness (OEE); and
3. Apply the method for improving and establishing standards consistent with the basic pillars of TPM.

Agenda:

- Kaizen Philosophy
- Principles of Kaizen
- Concepts of Kaizen
- TPM Results & OEE
- TPM Process & 8 Pillars
- 5-S Activities
- Abnormality Management
- Changeover & Set-Up Reduction
- Reliability Maintenance
- Migration of Breakdown to Planned Maintenance
- Steps to Autonomous Maintenance
- Continuous Improvement Culture

Who should attend: Managers, Engineers and Staff In-charge of Production, Maintenance, PM and TPM Programs

Seminar Fee: P15,904 (VAT-inclusive)

Facilitators: Jose S. Villegas

Webinar Sessions: 4

Dates: Apr 25-28 '23; Jul 18-21 '23; Sep 26-29 '23; Nov 13-16 '23; Jan 9-12 '24; Mar 19-22 '24 (*Note - 8:30 am to 12:00 nn daily via Zoom, Advisable for in-house run – contact us at jsv@kaizenmgtsys.com*)

Total Quality Management (TQM)

A business firm has to maintain a high level of competitiveness if it is to survive and grow. Such competitiveness can only come from a greater commitment to provide customers with products or services better than the competitors can, and at the same time do it at the least cost, with the fastest and most reliable delivery—truly a very challenging combination!

Traditionally, managers believed that this blend of high quality products and services, low cost, and fast delivery was not possible because these goals were, it was thought, mutually conflicting. But there is a way to reconcile them—by practicing a philosophy and system of management that was originally conceptualized by Americans, developed and perfected by the Japanese, and accepted today as the most powerful basis for gaining competitive advantage: Total Quality Management.

Objectives: At the end of the seminar, the participants will be able to

- 1) Understand the basic principles and concepts of TQM/continuous improvement and how they differ from traditional management practices
- 2) Learn the concept of *muda* or process waste and how to improve quality and productivity by identifying and eliminating them
- 3) Appreciate the requirements for quality in service operations
- 4) Understand the key factors for successful TQM implementation.

Agenda: The course covers the following:

- The changing paradigms of business
- The Production/Business System
- Value & Waste
- The Quality System & Kaizen
- The Cost of Quality
- Quality Assurance & Quality Control
- Process Mapping
- Problem Statement
- Elimination of process waste
- Standardization & Suggestion System
- Eleven pre-conditions for successful TQM implementation

Who should attend: The course is suitable for all managers and supervisors particularly senior executives, production/service operations and human resource managers, and trainers.

Seminar Fee: P14,672 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina / J. Villegas

Dates: Jun 26-29 '23, Sep 18-21 '23,

Nov 20-23 '23, Feb 20-23 '24 (Note 8:30 am to 12:00 nn daily via Zoom, Advisable for in-house run – contact us at jvs@kaizenmgtsys.com)

Training the Trainer (TTT)

The course exposes the would-be trainer in effectively handling the training cycle and evolving a training program that ties-in with the needs and expectations of the trainees in relation to the thrust of the organization. Moreover, it helps in developing the necessary skills and method of assessing organizational training needs that are aligned with business goals and directions. Finally, it provides the necessary techniques for customizing training programs, developing evaluation procedures and improving platform skills to ensure that all training efforts are effective and worthwhile.

Objectives: At the end of the course the participant would have:

- 1) Achieved and gained deeper appreciation and broader perspective of training;
- 2) Been acquainted with the various roles, duties and responsibility of a trainer;
- 3) Acquired ideas, concepts, knowledge and skills to manage training programs;
- 4) Learned to prioritize training programs according to the needs of the organization;
- 5) Developed techniques in training needs analysis, course design and training effectiveness measurement; and
- 6) Resolved to develop and improve platform skills for better training effectiveness

Agenda:

- Training Standards
- Creating/Adapting Training Programs
- Preparing for Training Programs
- Design of Presentation
- Animating Training Programs
- Learning Theory
- Learning Environment
- Preparing to Train
- Training Delivery
- Audio Visual Support
- Group and Individual Exercises



Who should attend: All levels of supervisors, Trainers, Human Resource Practitioners, and Personnel Officers

Seminar Fee: P15,904 (VAT-inclusive)

Webinar Sessions: 4

Facilitators: Enrico C. Mina / Elisier Fantillo **Dates:** May 8-11 '23; Sep 15-18 '23; Dec 4-7 '23; Mar 12-15 '24; *Note: 8:30 am to 12:00 nn daily via Zoom; for face-to-face in-house/exclusive run, please contact us at jsv@kaizenmgtsys.com*

Value Analysis/Value Engineering (VAVE)

Value Analysis/Value Engineering (VAVE) has always been associated with product design. Little does everyone know that VAVE can be a potent technique for process improvement as well. As companies search for ways and means to reduce product cost in the process, VAVE might just be the thing they are looking for.

The value of product or process is the lowest cost of providing a reliable performance of a function in particular and service in general. In real life, our products and processes are laden with lots of unnecessary things and features that don't add value but costs to the detriment of customers and end users. This workshop will clarify the issue of value and impart the techniques for identifying what is considered to be value and what is waste from the point of view of the customer. Moreover, it will teach the techniques of creating more value (in the process) for the customer and the systematic elimination of process wastes. The seminar will deal mostly on process VAVE, although product VAVE will be discussed just the same.

Objectives: By the end of the seminar the participants would have gained the following:

1. Review of the fundamental concept of value in products and processes.
2. Techniques to identify and analyze process wastes and non-value adding features in process and products.
3. Techniques for eliminating non-value adding activities in processes.

Agenda:

- | | |
|--------------------------------------|----------------------------|
| ➤ Kaizen, Market-In, & Upstream Mgt. | ➤ VAVE in Process |
| ➤ Value Analysis | ➤ Using your brain |
| ➤ Function Analysis | ➤ 7 Muda and 3 Mu |
| ➤ Product Design Improvement | ➤ Shapes of VAVE Solutions |
| ➤ Intro to Function-Cost Matrix | ➤ Muda Elimination |
| ➤ Function-Cost Matrix Workshop | ➤ Kaizen & VAVE |

Who Should Attend: This seminar will be best for Supervisors, Foremen, Staff & Managers in Production, QA/QC, Industrial Engineering, R & D, Process Audit; Improvement Teams, Maintenance & Engineering, and Training

Seminar Fee: P8,736 (VAT-inclusive)

Webinar sessions: 2

Facilitator: Jose S. Villegas

Dates: May 4-5 '23; Jul 28,31 '23;

Oct 6,9 '23; Dec 1, 4 '23; Feb 22-23 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Why-Why Analysis (WHY)

(Systematic Root-Cause Analysis)

One of the most important skills a problem solver in manufacturing and service must possess is the ability to accurately pinpoint the root causes of the problem being addressed.

The course shall cover the fundamental concepts and approaches to carry out a systematic analysis of a phenomena/problem using the Why-Why technique. It will include activities that will acquaint the participants in following the step-by-step approach in doing a why-why analysis and the ensuing solutions of the problem.

Objectives: By the end of the course, the participants would have gained the following:

- 1) Knowledge and skill in using the Why-Why Analysis; and
- 2) Proficiency in applying the Why-Why Analysis in solving equipment/process related problems.

Agenda:

- What is Why-Why Analysis?
- Why Use Why-Why Analysis?
- When Should It Be Used?
- “Is” and “Is Not”
- Setting Correct Expectations
- How To Be An Expert?
- Why-Why Analysis Vs. P-M Analysis
- Concept of Why-Why Analysis
- Important Points in Why-Why Analysis
- Understanding Operating Principles
- Clear Description of Phenomenon
- Pitfalls to Avoid
- Why-Why Analysis Format
- Examples of Why-Why Analysis
- Tracing Back From Last Why
- Tips to Reduce # of Factors
- How To Ensure I Don't Go Off Target
- Steps to Perform Why-Why Analysis
- Good Countermeasures
- Error-Proof Methods

Who should attend: Managers, supervisors and staff in Human Resource, Production, Maintenance and Engineering in Manufacturing and Service Industries

Seminar Fee: P8,736 (VAT-inclusive) per head **Webinar sessions:** 2

Facilitator: Jose S. Villegas

Dates: Apr 21, 24 '23, Jun 15-16 '23, Sep 7-8 '23, Nov 9-10 '23, Feb 8-9 '24 (Note 8:30 am to 12:00 nn daily via Zoom)

Work Values & Attitudes Enhancement (WVA)

Values Enhancement Program is a basic course intended to afford the participants a fundamental understanding of the essential elements referred to when talking about personal values and the cultivation of the proper attitude towards work, man, people, society, family, work, and personal development. Each participant will be led to evaluate, rediscover, and reaffirm his/her strength and capabilities as a person and as an employee – on such areas as mental, social and spiritual. Likewise, the sessions will allow the participant to discover his/her weak areas and devise ways for self-development and continuous improvement in all personality aspects. The workshop also hopes that the participant will gain relevant insights in the uniqueness of others and realize the values of understanding, respect, consideration, and cooperative attitude for his/her subordinates, peers, and superiors.

Objectives: By the end of the workshop the participant would have:

1. Recognized his/her positive traits that boost his/her self-esteem;
2. Prepared an action plan by mitigating identified personal weaknesses;
3. Gained recognition/appreciation of others as well as having been recognized and appreciated him/herself;
4. Resolved to realign personal and professional/work values with the corporate values; and
5. Realized that his/her rediscovered strengths can be employed to efficiently attain personal and corporate goals.

Agenda:

- Introduction
- Self-Disclosure
- Valuing Self
- Valuing Others
- Work Values
- Meaning & Purpose of Life
- Value Clarification
- Goal Setting



Who should attend: This workshop is recommendable to just about anyone, manager or rank-and-file, union leader or executive, entrepreneur or salaryman.

Seminar Fee: P15,904 (VAT-inclusive) per head **Webinar Sessions:** 4

Facilitator: Tita D. Milan

Dates: TBA - Recommended for

face-to-face in-house/exclusive run, please contact us at jsv@kaizenmngt.com)

RESERVATION, DISCOUNTS, & PAYMENTS

Please contact: 

KAIZEN MANAGEMENT SYSTEMS, INC. (www.kaizenmgtsys.com)

1604 Zinnia North Tower, North EDSA, Quezon City

Tel/Mobile: 0977-3731180, 0927-9233557

Email Addresses: kaizen.system@yahoo.com; jsv@kaizenmgtsys.com

Ask for: Angel Fernandez

SEMINAR FEE:

Listed seminar fees are per head basis and VAT-inclusive. Customers that are Zero VAT Rated may deduct the Value Added Tax. This can be determined by multiplying the listed price by **12/112**. (Note: Zero VAT Rated Certificate is required to avail). The resulting amount is called the Value Added Tax. This can be deducted from the Listed Price to get the Zero-Rated Price.

Example:

Price per head of **Basic Six Sigma**: P15,904

VAT component = P15,904 x **12/112**: P 1,704

Zero-Rated Price = P15,904 – P1,704: P14,200

DISCOUNT TABLE:

Seats/Company	Discount Rate*
1-2	0%
3-5	10%
6-9	15%
10 & above	20%

Note: Additional 5% discount on payments made at least 10 calendar days before the webinar.

Discounts are not applicable on late payments longer than 5 working days after the seminar/webinar has ended.

PAYMENTS: Bank to bank transfer or check payable to:

KAIZEN MANAGEMENT SYSTEMS, INC.

Account No: 473-7-473-00404-2

Metro Bank Cubao, Quezon City • SWIFT Code: MBTCPHMM

RESERVATION/REGISTRATION:

Inquiries and intentions to participate are received via calls or emails. When you do, we will send you a Registration Form which must be filled up the participant(s) and duly approved by the authorized person and sent back to us. You will then receive a Statement of Account (SOA), your registration is considered confirmed only upon full payment or when your promise to pay is received. Client with confirmed registrations will receive the Zoom link and course manual via email not later than 24 hours before the webinar. Your participant is expected to join and participate during the webinar. The client organization may send a substitute participant if for some reasons, the originally registered one cannot attend.