

## REGISTRATION FORM

### Secretary

### QCFI - Hyderabad Chapter

206, 2nd Floor, Navketan Chambers

62 S D Road

SECUNDERABAD - 500003

S.No.	Name	Designation
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Name of organization : \_\_\_\_\_

Address : \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cheque No/Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_

For Rs. \_\_\_\_\_ Bank: \_\_\_\_\_



## A TWO DAY WORKSHOP

(NON RESIDENTIAL)

5th & 6th June 2017



ON

## 5S AND KAIZEN

QCFI consider holding this workshop as a part of service in response to clarion call of Prime Minister for Swachh Bharat and its sustenance with continuous improvement

(Participation Certificate will be awarded to all)

**ORGANISED BY**

**QUALITY CIRCLE FORUM OF INDIA**

**HYDERABAD CHAPTER**

**Secunderabad**

## WORKSHOP OBJECTIVE

5-S is a silent informer towards Quality, a scientific approach of maintaining and sustaining food house keeping and discipline. It is in fact the foundation for any Quality initiative for Organisation, if it has to succeed and sustain total employee involvement with continued improvement.

The work place is considered as sanctum and work as worship, every workmen should concentrate on 5-S and Kaizen to get Joy and happiness, from their work and grow. There is always Joy in doing good work in an environment, which is vibrant and bustling with enthusiasm.

The workshop on 5-S and Kaizen is designed to give the participants how to practice these concepts and make them a way of life, derive immense benefits.

## METHODOLOGY

Through Power point presentation ,learning by doing (syndicate exercises) , practical examples with few success stories & Reflections /Experience sharing by Industrial Experts and open house / interaction.

## PROGRAMME OUTLINE

5-S (Work Place Management)	KAIZEN (Continuous improvement)
1. Concept of '5-S'	1. Concept of Kaizen
2. Details of each 5-S	2. Tools and Techniques required for individual kaizen.
3. Structure & Role in implementation of '5-S'	3. How to implement individual kaizen
4. Implementation of '5-S'	4. Evaluation system of kaizen.
5. Self Audit system	5. Presentation of kaizen done.
6. Management audit system	6. How to sustain kaizen system.
7. Syndicate Exercise on different audit system	7. Personnel / Individual kaizen.
8. '5-S' at Home	<b>Interested organisations for implementation of 5S/Kaizen may kindly contact us</b>
9. How to sustain '5-S'	
10. Certification of '5-S'	

## WHO WILL ATTEND

Engineers, Managers, Asst. Manager, Supervisors, QC Coordinators, Leaders & Facilitators

## LANGUAGE

The programme language will be HINDI / ENGLISH/ TELUGU

## FACULTY

Well Experienced Faculty from 5-S practicing & certified Organization.

## PROGRAMME COORDINATOR

Mr.D.K. Bhattacharya Contact No: 9346004244

Help Desk : Ms. C. Jayalaxmi Contact No: 040-27801668

## DATE

5th&6th JUNE 2017

## TIME

09.30AM to 05.30PM

## FEES

Rs.2,500/- + 15% Ser. Tax per participant, course fee includes training material, Tea/Snacks and working Lunch.

**VENUE**  
**HOTEL UNITED - 21**  
**Station Road, Opp. Passport Office,**  
**Secunderabad-500003**

## ENROLLMENT

Please mail/send the list of names of the participants along with Demand Draft /Cheque in favour of "Quality Circle Forum of India-Hyderabad Chapter", Payable at Hyderabad.

## LAST DATE FOR REGISTRATION

28th May 2017

## POSTAL ADDRESS

**Quality Circle Forum of India - Hyderabad Chapter**  
206, 2nd Floor, Navketan Chamber,  
62 SD Road, Secunderabad - 500003.  
TEL: 040-27801668, E-MAIL: qcfihydchapter@gmail.com

