

Material Preparation

These are typical materials needed for successful kaizen workshops.

Presentation

- ? Overhead projector or ? Computer projector
- ? Transparencies ? Notebook computer
- ? Screen for projector

Facilities

- ? Meeting rooms
- ? Open wall space in conference room
- ? Open floor space (for simulation)

Observation, Measurement, and Analysis

- ? Notepads ? Flip charts
- ? Markers (red, black, green) ? Pencils
- ? Rulers ? Calculator
- ? Stop watches ? Tape measure
- ? Measuring wheel

Recording

- ? Blank video tapes
- ? Video camera (with timer in seconds)
- ? Tripod for camera
- ? Batteries and charger for camera
- ? TV & VCR
- ? Digital camera

Models, Mock-ups, and Simulations

- ? Scissors
- ? Cardboard
- ? Duct tape
- ? Packing paper (butcher paper)
- ? Post-it notes

Safety Equipment

- ? As required (safety glasses, hard hats, footwear, etc.)