

Apply Continuous Process Improvement Techniques (Blended) MF-COM-102E-1

Code: CPIT

Duration: 15 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills to identify and apply improvement techniques and how to carry out and follow-through the improvement activities.

Course Objective:

On completion of this module, learners will be able to apply continuous process improvement techniques and be able to put it into practice at their workplaces.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- Identify improvement opportunities
- Carry out continuous improvement activities
- Follow-through the improvement activities

Knowledge:

- Purpose of continuous improvement work team
- Types of improvement goals
- Types of continuous process improvement techniques
- Types of communication modes
- Roles and responsibilities of team members
- Types of resources
- Procedures for making action plans
- Use of oral communication skills
- Types of performance indicators
- Procedures for obtaining approval to carry out improvement activities
- Procedures for taking corrective action against implementation issues
- Methods to track and measure progress of improvement activities
- Procedures for taking corrective action against an un-met goal
- Procedures for reporting and recording the improvement activity outcomes

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Have a basic knowledge of the Singapore Workplace Safety and Health requirements;
- Be able to follow written and oral work instructions;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module is conducted in English.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).