

## Leading Practices Associated with Continuous Improvement

<b>Introduction</b>			
On completion of this programme the learner will be able to understand concepts, principles and leading practices associated with continuous improvement as well as identify measures of seamless improvement process that best meets its organisational specific needs.			<b>SAIOSH – 2 CPD Credits</b>
<b>QCTO Aligned Knowledge Module /Topic</b>	KM-03-KT08	<b>Certification</b>	If competent a certificate will be issued.
<b>Target group:</b>	<ul style="list-style-type: none"> <li>➤ Management, Supervisors, Team Leaders</li> <li>➤ SHE Officers</li> <li>➤ SHEQ Committee Members, Chairperson</li> <li>➤ Nominated and Appointed S Representatives</li> <li>➤ Employees</li> </ul>	<b>Entry Level Requirements:</b>	<p>Relevant work experience or an appropriate NQF level 4 qualification. (The technical work content is not covered in this programme).</p> <p>Learners need to acquire the required technical skills, knowledge and experience through gaining work experience or qualifications in related technical occupations.</p> <p>Each industry will prescribe the technical Requirements relevant to that industry</p>

### Course Outline

**Describe what is meant by continuous improvement and how it manifests in the: Plan, do, check, act cycle**

- The plan-do-check-act model, also called the Deming Cycle or the Shewhart Cycle
- Basic steps to consider continuous improvement effort with your team
  - a. **Comparison with the management functions (POLC);**
    - The P-O-L-C Framework (in detail)
  - b. **Discuss the principles of effective controls within the management functions (ISMECC)**
    - Management's primary task
    - 3 Steps basic control process
    - Why Are Controls Needed?
    - What Is Good Control?
    - How Can Good Control Be Achieved?
    - Characteristics of a control system
    - Control-Problem Avoidance

**Examples of continuous improvement processes in various workplaces.**

- What is continuous improvement processes?
- The Drive for Continuous Improvement
- The process improvement roadmap
- Process Improvement Method
- The Four Elements of a Good Six Sigma Project
- Six Sigma utilizes a five-step process called DMAIC

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**Describe the advantages and implications of the effective use of continuous improvement processes**

- Error Reduction
- Increased Adaptability
- Increased Productivity
- Improved Morale
- implications of the effective use of continuous improvement processes
- What makes continuous change dangerous?
- Scoping Consideration
- Natural degradation of processes
- Controlling change

**Explaining the typical practices associated with continuous improvement processes:**

- Occurrence management;
- Deviation and non-conformance management;
- Lessons learnt and organisation wide implementation;
- Modification management;
- Proper commissioning and change management.

**Explain the importance of standards and specifications in ensuring continuous improvement.**

- What is continuous improvement?