

## TERMS AND CONDITIONS

### CII Certified Warehouse Kaizen Practitioner Program

Indo-Japan Logistics Human Resource Development Cooperation

#### 1. Course enrolment

The course is organized in three modules which can be completed in 90 hours and within in 3 months. All entries to this program will be only through nominations from employers.

#### 2. Course details

Certified Warehouse Kaizen Practitioner course modules require considerable focus on study and practice. It follows “learning by doing” principle and therefore mandates every training delegate to practice key learnings in controlled work environment under proper supervision.

Blended course design ensures participants will receive best value through online lectures, digital forums, workshops and assessments.

#### 3. Courseware and online classroom

Full courseware will be shared with registered participants at the start of the program. Instructions related to URL, login and password to access online learning platform will be provided to participants after acceptance of applications by CII Institute of Logistics.

All online classroom discussions will be conducted using Microsoft Teams.

Training delegates are requested to seek required support from respective internal IT departments to enable access for both online courseware and MS Teams.

It is mandatory to submit duly signed declaration in “Annexure A” before the start of the training program.

Module	Learning outcomes	Schedule of course activities			
		Self-study [Week 1]	Online lecture attendance [Week 2]	Learning by doing	
				Practice assignment [Week 3]	Case study report [Week 4]
<b>Foundation</b> <i>Month 1</i>  (30 hrs)	<ul style="list-style-type: none"> <li>Recognize the key role of warehouse in supply chains</li> <li>Familiarize with all relevant areas of warehouse</li> <li>Learn about common warehouse operations planning practices</li> <li>Explain the need to focus on warehouse excellence to achieve supply chain goals</li> </ul>	5 days (2 hrs each day)	5 days (2 hrs each day)	10 days (1 hr each day)	
<b>Warehouse Kaizen</b> <i>Month 2</i>  (30 hrs)	<ul style="list-style-type: none"> <li>Grasp current situation</li> <li>Plan improvement</li> <li>Implement, evaluate and establish improvement</li> </ul>	5 days (2 hrs each day)	5 days (2 hrs each day)	10 days (1 hr each day)	
<b>Workshop</b> <i>Month 3</i>  (30 hrs)	<ul style="list-style-type: none"> <li>Grasp the “before” situation, develop “after” state image</li> <li>Apply analytical methods and prioritize action plan</li> <li>Select warehouse kaizen suitable for horizontal deployment</li> </ul>	2 days (4 hrs each day)		11 days (2 hrs each day)	

All training delegates can exchange views on the subject and share additional learning material from their experience in online course discussion forum. Course instructors will be moderators for online discussion forum.

#### 4. Schedule Online lecture dates

Opening meeting and introductory webinar: 24 August 2022

Module	Date	Topic	Instructor from*	Time
I	5 September 2022	<b>Online interactive session:</b> Overview of supply chains	CII-IL	11:00 to 13:00
	6 September 2022	<b>Online interactive session:</b> Warehouse introduction	CII-IL	
	7 September 2022	<b>Online interactive session:</b> Planning warehouse operations	CII-IL	
	8 September 2022	<b>Online interactive session:</b> Warehouse excellence	CII-IL	
	9 September 2022	Online Assignment / Quiz	CII-IL	
II	10 October 2022	<b>Online interactive session:</b> Overview of Logistics	CII-IL	11:00 to 13:00
	11 October 2022	<b>Online interactive session:</b> Strengthening ability of grasping current situation	CII-IL	
	12 October 2022	<b>Online interactive session:</b> Strengthening ability of planning improvement	CII-IL	
	13 October 2022	<b>Online interactive session:</b> Strengthening ability of implementing, evaluating and establishing improvement	CII-IL	
	14 October 2022	Online Assignment / Quiz	CII-IL	
III	2 November 2022	<b>In-person workshop session:</b> Grasping current situation	CII-IL	10:00 to 16:30
	3 November 2022	<b>In-person workshop session:</b> Site visit	(Location: Chennai)	
	4 November 2022	<b>In-person workshop session:</b> Planning, implementing and establishing improvement in logistics sites		

\* The instructor from CII-IL has the experience of receiving guidance on Kaizen from Japanese experts.

## Final assessment dates

- **Part 1:** 22 November 2022 (Online test)
- **Part 2:** 23 - 24 November 2022 (Online presentation of improvement case study implemented by the participant)

**Closure meeting: 25 November 2022 [Issue of certificates]**

## 5. Assessments and evaluation criteria

The course assessment is conducted in two parts. Warehouse Kaizen case study presentation and final online assessment. Importance is given for attendance to online class and workshop participation.

### 5.1. Final assessment

Number of multiple-choice questions	Points
30 questions	60

- The duration of the assessment will be for 60 minutes.
- Two attempts are allowed before the closing time of online assessment.
- No negative points will be awarded for incorrect answers.

### 5.2. Warehouse Kaizen case study presentation

The warehouse kaizen case study must be submitted on or before due date. Training delegates are advised to start working on final case study in actual workplace from day 1 using the study material.

It is important to get seek internal approvals from reporting supervisor about the choice and expected outcomes from chosen case study in real work environment.

Case study should be submitted in two formats:

1. MS WORD – Maximum of 5 pages are allowed. Font size: 12 points; line spacing 1.15, Font: Times new roman; Margins: Normal
2. PPT – Maximum of 6 slides allowed excluding to “title slide” and “thank you slide”.

Case studies will be evaluated on below criteria.

Case study evaluation criteria	Points
Demonstration of core principles application	10
Approach to improvement (includes scope, plan, implementation, challenges, results)	12
Presentation of case study (Flowcharts, illustrations, actual site photos before and after, main points)	8
<b>Total points</b>	<b>30</b>

Any proprietary and confidential information should NOT be shared as part of the case study.

### 5.3. Attendance

Attendance	Points
Less than 70%	Not allowed to take final assessment
70% - 80%	8
80% - 90%	9
90% - 100%	10

### 6. Scoring table

Scoring area	Points
Final online assessment	60
Warehouse Kaizen case study presentation	30
Online class meetings and workshop attendance	10
<b>Total</b>	<b>100</b>

Minimum of 80% total score is required to receive International accredited certification.

### 7. Certification

To extend the benefits of progress made through many parts of course study, applicants can receive any of the three forms of recognition.

- **CII Certified Warehouse Kaizen Practitioner:** International accredited certification will be provided for all applicants scoring more than 80% in the “mandatory online assessment” and acceptance of employer or warehouse owner “authorized case study report”.
- **CII Appreciation letter /certificate of participation:** All other training delegates will receive “appreciation letter / certificate” for participation in the programme.

**Annexure A**

**Training delegate declaration**

By signing this form, I declare that:

I have read, understood and agree to abide by the CII Institute of Logistics, Certified Warehouse Kaizen Practitioner program terms and conditions.

Training delegate signature:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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Acknowledged by the Training Delegate`s Supervisor/Reporting Officer / authorized representative:

Name and Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization name: \_\_\_\_\_

Date: \_\_\_\_\_