

## 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.

**Training delegate fees: INR 17,700 (Inclusive of GST) per person.** Full amount towards the Certification program should be paid at the time of registration.

**Access program brochure, application form and online payment through weblink:**  
**<http://ciilogistics.com/edu-progkaizen.html>**

#### 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>	5 days (2 hrs each day)		10 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: 17 December 2020**

Module	Date	Topic	Instructor from	Time
I	4 January 2021	<b>Interactive session:</b> Overview of supply chains	CII-IL	15:00 to 17:00
	5 January 2021	<b>Interactive session:</b> Warehouse introduction	CII-IL	
	6 January 2021	<b>Interactive session:</b> Planning warehouse operations	CII-IL	
	7 January 2021	<b>Interactive session:</b> Warehouse excellence	CII-IL	
	8 January 2021	Assignment / Quiz	CII-IL	
II	27 January 2021	<b>Interactive session:</b> Overview of Logistics	CII-IL	15:00 to 17:00
	28 January 2021	<b>Interactive session:</b> Strengthening ability of grasping current situation	CII-IL	
	29 January 2021	<b>Interactive session:</b> Strengthening ability of planning improvement	CII-IL	
	1 February 2021	<b>Interactive session:</b> Strengthening ability of implementing, evaluating and establishing improvement	CII-IL	
	2 February 2021	Assignment / Quiz	CII-IL	
III	17 February 2021	<b>Workshop session:</b> Logistics and warehouse	CII-IL	15:00 to 17:00
	18 February 2021	<b>Workshop session:</b> Grasping current situation	CII-IL	
	19 February 2021	<b>Workshop session:</b> Planning improvement in logistics sites	CII-IL	
	22 February 2021	<b>Workshop session:</b> Implementing and evaluating improvements	CII-IL	
	23 February 2021	<b>Workshop session:</b> Establishing improvement	CII-IL	

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

- **Online final assessment for first batch:** 11 March 2021, 15:00 hrs to 17:00 hrs
- **Case study presentations review:** 15 to 20 March 2021
- **Announcement of case studies for presentation in seminar:** 22 March 2021
- **Closure online seminar:** 25 March 2021

## 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 Pre-certified Warehouse Kaizen Practitioner:** Pre-certification letter will be given for all applicants scoring more than 80% in the “mandatory online assessment”.
- **CII Appreciation letter of participation:** All other training delegates will receive “appreciation letter” for participation in the programme.

### 8. Entry into online closure seminar

Training participants case studies selected by eminent international experts will be invited to present their respective case studies in the closure online seminar scheduled on 25 March 2021. A special letter of recognition will be awarded to selected training delegates.

No separate entry fee is required for selected case studies authors to participate in the seminar.

All training delegates will receive Certificates on 25 March 2021 during the seminar.

## 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: \_\_\_\_\_