

**Kaizen Event Agenda
Facilitation Guide
Control Phase
(2 HOURS)**

Objectives	
	Team Engagement
	To ensure the changes will be sustained
	Celebration

Prep work	
Control Team Day agenda created and sent to team members	Create Control Plan
Control Team Day Facilitator Manual and one pagers reviewed	Complete Savings report
Book training room	Create Spread Plan (if applicable)
Create celebration invitation and post for staff and send to leadership	Order cake
Report Out Presentation completed	Ensure you have all the necessary supplies

Deliverables	
	Control Plan
	Report Out Presentation
	A3 Report – Final
	Savings Report

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Time Frame	Agenda Item	Agenda Details	Objectives	One Pages / Templates
5 min	Welcome	<ul style="list-style-type: none"> Welcome participants back Group feedback on the improvements that have been implemented. "How does it feel" What have they been hearing from other staff members and the customer? Review what is to be accomplished over the day 	<ul style="list-style-type: none"> Obtain an awareness of what's happening on the front-line Refocus the team 	
15 min	Report Out Presentation	<ul style="list-style-type: none"> Review report out presentation up to control section Review and validate savings with the team 	<ul style="list-style-type: none"> Provide an understanding of the new current state 	
10 min	Types of Controls	<ul style="list-style-type: none"> What does Control mean? Hierarchy of Control 	<ul style="list-style-type: none"> Provide an understanding of the control phase of the DMAIC cycle 	Hierarchy of Control
15 min	Review Control Plan	<ul style="list-style-type: none"> Discuss changes and the controls that are currently in place or discuss what controls need to be put in place 	<ul style="list-style-type: none"> To ensure sustainability 	<ul style="list-style-type: none"> Control Plan Control Plan—template 1.5 Sigma Shift
15 min	Review Spread Plan (If applicable)	<ul style="list-style-type: none"> Review developed spread plan 	<ul style="list-style-type: none"> To get feedback on spread plan 	<ul style="list-style-type: none"> Achieving Spread Developing a Spread Plan Spread Plan Engagement Strategies Spread Plan—template

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15 min	Re-deployment of time (if applicable)	<ul style="list-style-type: none"> • Discuss with the team where to re-deploy the saved time • Redeployment must be measureable • Next project discussion 	<ul style="list-style-type: none"> • To come to consensus with the team as to where the time is to be re-deployed • To know the level of savings that occurred in regards to the time and or defects 	
15 min	Update Presentation	<ul style="list-style-type: none"> • Complete the presentation • Allow the team to go through the presentation to practice 	<ul style="list-style-type: none"> • To have a comprehensive and concise presentation about the team's journey 	
30 min	Celebration	<ul style="list-style-type: none"> • Let the team present the project 	<ul style="list-style-type: none"> • To celebrate the success • Increase awareness 	