

## **ABSTRACT**

This study aims to make a kaizen design at Welly Motor. Welly Motor is a retail shop as well as a distributor of spare parts for smaller-scale stores. In Store activities, Welly Motor have a lack awareness about opportunities for improvement in work environment. so can lead to problems in its operations and in creating customer dissatisfaction. The problem that can arise is the lack of purpose and direction that make up the motivation to work, the room is not tidy, health and safety is threatened, and the lack of worker's awareness about improvement. How to solve the problem that occurs is to devise Kaizen attitude on Welly Motor.

This study used a qualitative approach and using kaizen method. Where the design is done before making framework based on the topics, concepts, and objects as the target design. Design of kaizen method consists of six steps. The first stage is finding a potential improvement by identifying things that can cause problems and can be corrected by identifying waste and existing problems. The second stage of the method used to analyze the current work unit analysis to determine the details of an activity so can be observe what things effect the activity. The third stage is had an idea to design vision and mission, 5S, repair labor movement, as well as the separation of manual labor and machinery. The fourth stage of the formulation of the vision and mission, design 5S (sort, set in order, shine, standardize, and sustain), improvements of the therblig method on labor movement, and the elimination of pending work machines (computers and printers ). The fifth stage of drafting step in communicating, directing, motivating, and empowering employees to implement the design. The sixth stage is make schedule for evaluation and discussion forums and design continuous improvement from evaluation results .

The benefits of this design for Welly Motor is to provide awareness of the opportunities for improvement, improve labor productivity, time efficiency, profit, health and safety, as well as gain the trust of consumers.

**Keywords :** Kaizen, 5S, Therblig Methods, Unit Anlysis