

## Standardised Work: Foundation for Kaizen

New Public Workshop on site at H Weston & Sons Ltd  
2 – Day Workshop



21<sup>st</sup> & 22<sup>nd</sup> September 2016

H. Weston & Sons Ltd, Much Marcle, Ledbury, UK

### Introduction

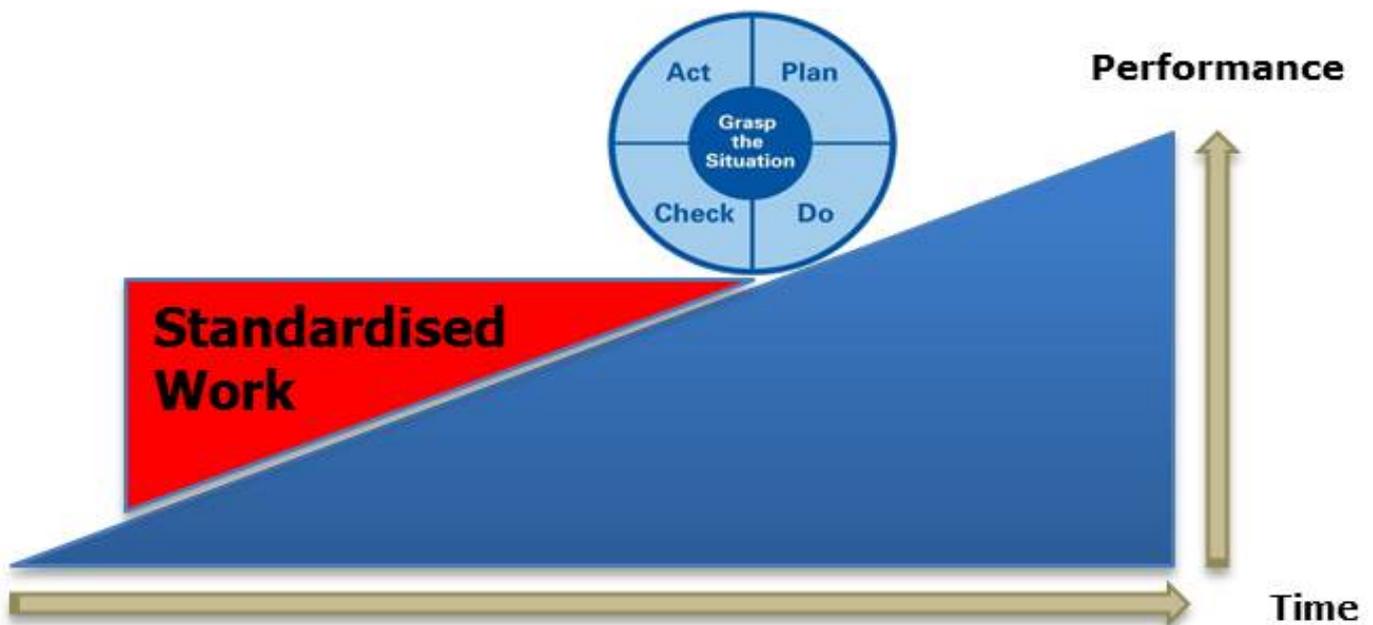
Standardised Work is one of the most powerful and well-known Lean tools and is core to any organisation that is serious about improving their business performance. By documenting the current best practice, standardised work helps form the baseline for kaizen or continuous improvement. As the standard is improved, the new standard becomes the baseline for further improvements, and so on. Improving the work moving from one standard to the next improved standard then becomes a never-ending process.

Despite the popularity of standardised work it is often misunderstood, under-utilised and many organisations have numerous challenges in applying Standardised Work as a foundation for continuous improvement.

During this 2-day workshop we will explore various dimensions of standardised work that help develop a greater understanding of the work, reduce variation and how to maintain & improve standards.

Topics include:

- Observation Techniques
- Design & Analysis Techniques
- Instruction Techniques
- Routines to Help Maintain and Improve Standards
- Leadership/ Management Standard Work
- Process Confirmation & Layered Audits



### Objectives

The purpose of this workshop is to develop a greater understanding of:

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- Standardised Work & why it is critical to customer satisfaction.
- The role that Standardised Work plays in Lean Deployment
- The key points of standard work (takt time, work sequence, standardised work in progress).
- The key elements of Standard Work (content, sequence, timing & outcome).
- The linkages between Standard Work and other key foundation tools (eg: visual management, problem-solving, improvement & management routines).
- Standardised work in both manufacturing and non-manufacturing areas
- Standardised work documentation (including, Standardised Work: Time Observation, Balance Chart, Layout, Combination Diagram & Job Instruction).
- Applying continuous improvement or Kaizen.

## **Agenda**

- Introduction to Lean
- Introduction to Standard Work
- Key Elements of Standard Work
- Standard Work Documentation
- Different uses of Standardised Work in both Manufacturing & Non-Manufacturing, including:
  - Observation Techniques
  - Design & Analysis Techniques
  - Instruction Techniques
  - Routines to Help Maintain and Improve Standards
- Leadership/ Management Standard Work
- Process Confirmation & Layered Audits

## **Topics that will be examined include**

- Basics of Value, Waste & Flow in Lean terms
- Standardised Work
- Kaizen (incremental & event)
- Layered Audits and Leadership Confirmation
- Management Standard Work

## **Workshop Benefits**

Through instruction, small group discussions, exercises and video workshop participants will be able to:

- Understand the fundamentals of Standard Work and its importance in the foundation of a Lean management system.
- Prepare standardised work forms.
- Introduce standardization techniques to improve:
  - Training
  - Waste elimination
  - Sustainability of improvements
  - Predictability of results

## Related Books

- [Kaizen Express](#)
- [Managing to Learn](#)
- [Understanding A3 Thinking](#)
- [Training Within Industry](#)
- [Toyota Kata](#)
- [Lead with Respect](#)

This workshop assumes that you are familiar with basic Lean terms and concepts as described in Lean Thinking by Jim Womack and Dan Jones.

## Who Should Attend?

- Supervisory, support staff and Lean teams wanting to learn how to use standardised work to establish a foundation for any process and to then apply continuous improvement (kaizen).
- Leaders & Management teams wanting to understand their role in helping to sustain and accelerate continuous improvement throughout their organisation.
- Organisations at any stage in a Lean transformation that are struggling with:
  - Failures to sustain the results from past kaizen events
  - Problems training new employees
  - Inability to work within takt time or consistent cycle times

## Notes

- **Attendance** - 2 Day Course
- **Class size** - Maximum 12 people per day
- **Timings** - Each day will run from 09:00 - 17:00
- **Cost** - £790.00 (Consultant Rate £900.00)\* per delegate per day with a 15% discount when 2 or more people from the same organisation attend
- **Materials** - A PDF copy of the materials will be available via the Lean Enterprise Academy website. Participants will also receive a copy of Kaizen Express by John Shook
- **Facilities\*\*** - Refreshments and lunches will be provided by LEA / H. Weston & Sons Ltd

\* Please note prices exclude VAT at the standard rate of 20%

\*\* As the workshop is being run on the premises of a consumer goods supplier, please note if you have or have the possibility of any respiratory or gastrointestinal infections you will not be able to attend this workshop

***We can also run these workshops in-house at your convenience, if you would like to explore this option please contact us at [events@leanuk.org](mailto:events@leanuk.org) or call +44 (0)1600 890590***

## Follow up (optional)

LEA provides an ongoing mentoring service for organisations involved in making Lean transformations. Lean Transformation Master Plans, supporting A3s & VSM's developed by the organisation can be reviewed at 30/60/90 intervals. This provides the organisation with help and direction in sustaining the learning from the workshop process and helps highlight further learning opportunities that can be pulled, as and when required, by the organisation.



Book online at [www.leanuk.org](http://www.leanuk.org)

*The lessons learnt during this workshop fit within the Process Improvement element of the Lean Transformation Framework*

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