

Continuous Improvement – Standardized Work Workshop

Services	Deliverables
<ul style="list-style-type: none">Standardized Work Workshop	<ul style="list-style-type: none">4 Hour workshop for up to 15 participants. This workshop is typically combined with Kaizen Days which will be listed separately.

Continuous Improvement / Standardized Work Workshop

“Completing processes in a consistent, Timely, and repeatable manner”

Standardized Work is the foundation for continuous improvement. By documenting the current best practice, Standardized Work establishes clear and visual directions for completing a process in a consistent, timely, and repeatable manner. Standardized Work also serves as a baseline for continuous improvements activities. As improvements are made, new Standardized Work is documented and it becomes the baseline for more continuous improvement activities.



There are three main elements important in establishing Standardized Work:

- Takt Time- the pace of production needed to meet customer demand.
- Work Sequence - the sequence of tasks that leads to the efficient and quality production of product within the takt time.
- Standard In-Process Stock - the minimum quantity of parts always on hand for processing during and between sub-processes, allowing workers to do their jobs continuously in a set sequence.

Using classroom simulation, this 4 hour training will teach participants how to collect the needed data, document current best practices, and develop Standardized Work. Participants will apply their knowledge by using the Standardized Work methodology to develop a worksite specific standard procedure. Then, using document control and visual workplace principles and techniques, they will train others in their new best practice – resulting in Standard Work.

By implementing Standardized Work employees will increase production, improve quality, and enjoy a safer, more predictable working environment. It also makes it easier for operators to see and check operational problems, since it gives them visual control of the status of the job.

ADVANTAGE KENTUCKY ALLIANCE trainers will deliver the following learning activities and tools:

- Lecture with overheads.
- Exercises to reinforce learning.
- Workbooks for participants.
- Discussion and interaction.
- Question-and-answer session.

The company will provide the classroom and refreshments for participants and the AKA trainer.

