

STANDARD WORK

One-day workshop

1. Standard Work

Standard Work defines the most efficient methods to produce high quality product, consistently, using available equipment, people, and material. Standard work helps to reduce the workload on staff and greatly reduces non-value adding work, the risk of error, process failure, rework, equipment failure and general frustration and stress. Standard work is a team-based practice.

2. Learning Objective

At the end of this interactive workshop the attendees will:

- understand the concept of standard work and its advantages to business activities, including, product manufacturing and service provision to the customer;
- be enabled to establish standard work practice for the daily management of a number of routine or repeating processes in their department, and
- agree a plan of action that will establish the standard approach across all routine processes in the department.

3. Draft Agenda

Time	Content	Format
08.30	<ul style="list-style-type: none"> • Introductions • Objectives, introduction to standard work • Detailed steps for standard work success & challenges • Process description, review of failure modes • Selection of key activity to standardise • Flowchart & spaghetti map of process • Load charts • Standard work outline chart • Standard work steps 	PowerPoint & video PowerPoint PowerPoint Group exercise
12.30	Lunch	
13.15	<ul style="list-style-type: none"> • Developing standard work instructions • Training plan for implementing standard work & management support required • Actions & timelines 	Group exercise
16:30	Review & close	

4. Who should attend?

Managers, supervisors, team leads, engineers, lab analysts, technicians, customer service personnel, sales personnel, and general administrators and production operatives. In short, anyone managing or using processes that are prone to variation or error.

5. Contact

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