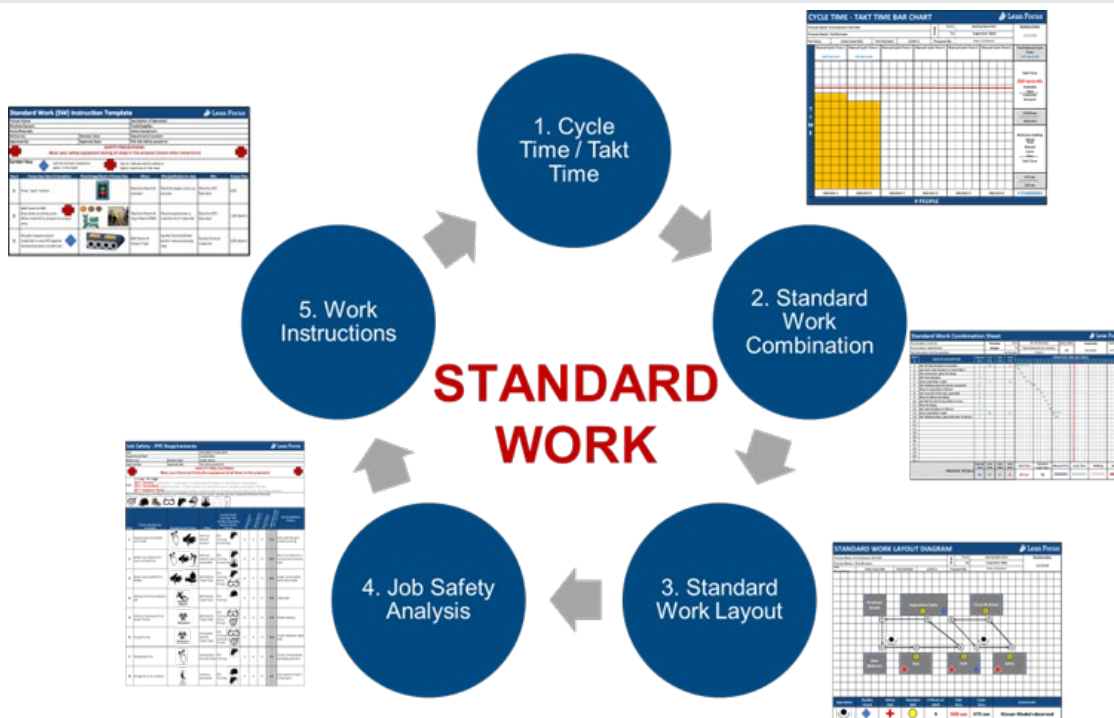


# STANDARD WORK KAIZEN WORKSHOP

Reduce Defects  
and Process Variation

Lower  
Operational Costs

Improve Process  
Flexibility & Scalability



## AGENDA (5 DAYS ON-SITE)

5-DAY AGENDA	DESCRIPTION
DAY 1	Standard Work Training Overview Lean simulation from batch to flow Gemba tour of area of focus Current state observations: time studies, waste observations, flow, and takt time
DAY 2	Current state observations: continued Prioritize waste opportunities against kaizen target Yamazumi load balancing exercise Develop layout concepts
DAY 3	Identify and implement improvement ideas to standard work and layout Reconfigure the physical layout of the cell Trystorm new process and debugging of operations Capture future state observations: time studies, loading chart, layout, etc.
DAY 4	Complete physical layout of cell: SWIP, machines, operators, parts presentation, etc. Develop daily management approach and supporting problem solving systems Document standard work and create playbooks: 5 deliverables Train all staff in new process / update cross-training matrix
DAY 5 (1/2 DAY)	Final debugging of the cell layout Capture all outstanding action items and establish „what, who, and when“ for each Summarize kaizen impact i.e. Savings, results, etc. Build and deliver final kaizen report out



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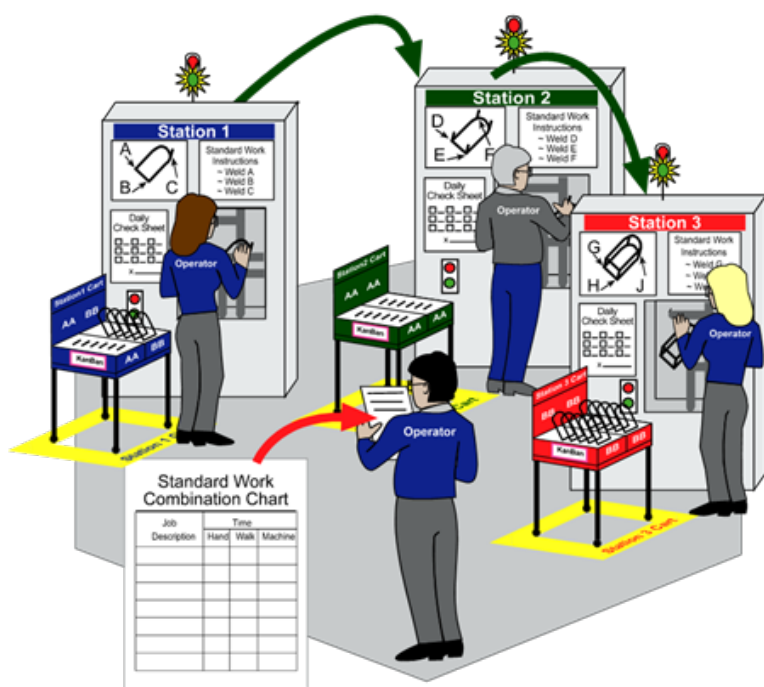
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# STANDARD WORK KAIZEN WORKSHOP

## WHAT IS STANDARD WORK?

- A detailed definition of the current best practices for performing a process
- It allows for predictability when validated, followed, and sustained (quality, inventory, delivery, etc.)
- It sets standards for all associates who engage in this process to follow
- It allows a measurable standard to be audited against for performance
- It allows you to control your controllables!

## WHAT ARE THE BENEFITS OF STANDARD WORK?



- Eliminates “Tribal Knowledge”
- Ensures that all work is done according to the current best practice
- Simplifies and speeds training and onboarding
- Improves quality and increases customer satisfaction
- Reduces defects and waste
- Makes results predictable and measurable
- Encourages employee engagement and ownership
- Streamline Problem Solving & Process Improvement

REQUEST A CONSULT:  
INFO@LEANFOCUS.COM

## How do I get started?

Schedule a Standard Work Kaizen Workshop

Take the first step toward workspace transformation. Contact us today to schedule a consultation and discover how Standard Work can elevate your organization's operations.



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