

## Standard Work Training Workshop Overview

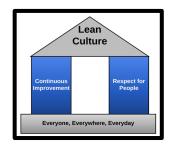


## Workshop Objectives

- **V** Provide an overview of *standard work*: definition, purpose, benefits & elements.
- Conduct two hands-on learning activities to demonstrate importance of *standard work*.
- Introduce & provide examples of different types of *standard work documents*.
- Solution Describe a proven approach to implement *standard work* in your area.

## Workshop Outline

1. Lean Thinking review



2. Group learning exercise #1



3. What is *Standard Work*?





- 4. Standard Work Purpose, Objectives, and Benefits
- 5. Incorporating the 3 elements of *Standard Work*



- 6. Types of Standard Work documents
  - Visual Checklist
  - Job Instruction Sheet
  - Standardized Work Chart
  - o Standardized Work Combination Table
  - Process Capacity Chart
  - Workstation Requirements
- 7. Standard Work examples and case studies in various work environments.
- 8. Step-by-step guide for implementing *Standard Work* in your area.



9. Group learning exercise #2



10. Course summary and next steps.

