Introduction to Visual Management Workshop Overview

What is Visual Management?

- A method of communication that enables organizations to share vital information using visual devices. ***Visual management*** provides clear, easily accessible work status updates to everyone within an area in real-time, guiding behavior by surfacing problems, triggering corrective action, and driving continuous improvement. Effective visual management systems support a ***visual workplace***—an environment where what is supposed to happen, does happen, on-time, every time.

Workshop Objectives

After participating in this 3-hour workshop, attendees will be able to:

1. Communicate the purpose, objectives, and benefits of visual management to organizational leadership and their peers.

2. Distinguish between and identify examples of the 3 elements of a visual workplace and 4 levels of visual management.

3. Leverage Lean visual management systems and methods to eliminate waste; solve problems; improve communication, decision making, productivity, and accountability;

ensure reliable outcomes; maintain the gains; and continuously improve how work is done.

4. Follow a proven, step-by-step approach for effectively implementing visual management within their organization.

Workshop Outline

1. **Visual Management Learning Exercise**
   - Lean Legos

2. *Visual Management Overview*
   - Definition
   - Purpose
   - Objectives
   - Benefits

3. **3 Elements of a Visual Workplace**
   - Self-Ordering
   - Self-Explaining
   - Self-Regulating

4. **4 Levels of Visual Management**
   - Visual Indicators
   - Visual Signals
   - Visual Controls
   - Visual Guarantees

5. **Lean Visual Management Systems and Methods**
   - Daily Accountability
   - Standard Work
   - 6S Workplace Organization
   - Mistake Proofing
   - Andon
   - Kanban
   - Production Tracking
   - A3 Problem Solving

6. **Applying Visual Management to Various Work Environments**
   - Manufacturing
   - Healthcare
   - Construction

- o   Hospitality
- o   Offices
- o   Virtual Work

7.   Visual Management Implementation Guide and Best Practices

- o   Starting
- o   Sustaining
- o   Improving