

Workshop Fact Sheet



LABOR STANDARDS: IMPLEMENTING BEST PRACTICES

Description: The purpose of this workshop is to enable individuals to develop and institute standard “best practices” for common office or manufacturing operations. This 4-hour workshop includes an introduction of the Standard Work and Visual Display tools and the use of the techniques on a “mock” manufacturing and office process.

Topics: Standard Work Philosophies, Visual Display Tools, Key Steps for Implementing Standard Work, Best-Practice Work Philosophies

Benefits: More efficient operations that meet the needs of your client. Each participant will receive an electronic copy of Epicenter’s spread-sheet tools that can be used in an organization’s labor standard development efforts.

Example Class Agenda:

1. Introduction to Topic (10 minutes)
2. Class Exercise – First Day at Work Trial (30 minutes)
3. Presentation (45 minutes)
 - What is Standard Work?
 - Why Standard Work?
 - Process Overview
 - Flowchart Current Work Flow
 - Identify Critical Elements (Key Steps)
 - Redefine Future State Work Flow
 - Create New Job Aids / Standards
 - Test Implementation
 - Permanent Implementation
4. *** Break *** (15 minutes)
5. Presentation – Best Practices (15 minutes)
6. Class Exercise – Standard Work Case Study (30 minutes)
7. Group Exercises (3 people per group) – Standard Work (60 minutes)
8. Group Debriefs with Class (25 minutes)
9. Wrap Up (10 minutes)