Standard Work

Course Description

This intensive 2-day Standard Work course equips participants with the knowledge and skills to design, implement, and sustain standardized processes that drive consistency, efficiency, and quality. Standard Work is a foundational element of Lean that defines the best-known method to perform a task, ensuring that every operator follows the same steps to achieve predictable results.

Through interactive exercises, real-world case studies, and practical application, participants will learn how to document work methods, balance workloads, and establish clear performance expectations. The course emphasizes how Standard Work directly impacts financial performance by reducing variation, improving productivity, lowering training costs, and minimizing defects and rework.

Course Objectives

Understand the Principles of Standard Work:
– Define Standard Work and its role in Lean operations.
– Explain the link between Standard Work, quality, and efficiency.

Develop and Document Standard Work:
– Capture current best practices and translate them into clear, visual work instructions.
– Balance operator workloads using takt time and work sequence analysis.

Improve Process Consistency and Quality:
– Identify and eliminate variation in work methods.
– Reduce errors and defects through standardized procedures.

Link Standard Work to Financial Performance:
– Calculate cost savings from reduced rework, training time, and downtime.
– Show ROI from improved efficiency and productivity.

Sustain and Improve Standard Work:
– Implement auditing and review processes to ensure adherence.
– Engage employees in continuously refining work standards.

Training Format Options

– Day 1: Introduction to Standard Work concepts, observation and documentation of current processes, and development of draft standards.
– Day 2: Implementation of Standard Work in a pilot area, measurement of results, and creation of sustainability plans.