GBMP Standardized Work

STANDARD WORK IS A CRITICAL COUNTERMEASURE TO ENSURE PREDICTABLE & REPEATABLE QUALITY, COST AND TIME. THIS COURSE GIVES YOU THE TOOLS TO DOCUMENT WORK STANDARDS FOR ANY TYPE OF TASK THAT IS PERFORMED BY PEOPLE.

Overview: Attendees will learn what is meant by standardized work and how it can be used to insure processes provide predictable, repeatable outcomes day after day. The course shows how standardized work is used to establish worker resource requirements and to balance work according to customer requirements, or takt time. The connection is made between standardized work and consistent quality, cost and time for process steps. A variety of standardized work best practices are introduced in the class and students are given a hands-on opportunity to practice how to use various standardized work tools and documentation methods. It includes classroom instruction in how standardized work is used in conjunction with other best practices such as continuous flow. Students learn how standardized work documents can also be used to focus improvement activities for process steps that are performed by people. The class is an excellent foundation for companies just starting to explore standardized work and provides many valuable tips and ideas for companies that may be further along in their standardized work efforts. The class gives practical advice on how to begin, as well as how to sustain standardized work efforts over time

After taking this class attendees will be able to:
✓ Describe what is meant by standardized work and how it impacts quality, cost and time for processes performed by people
✓ Explain how standardized work fits into a continuous improvement program
✓ Use a variety of standardized work tools to document, measure, quantify and break down the standardized work for a process
✓ Describe how standardized work can be used to focus additional improvement
✓ Understand how supervisors and managers should use standardized work

Who should attend? Any company that has processes that depends upon people to perform them. It is especially relevant for companies that wish to gain greater predictability and repeatable in the people components of their processes. It is designed to give students hands-on practice applying standardized work methods.

Time Commitment? 8 – 16 hours

Course Outline:
• What is standardized work?
• How does standardized work relate to Continuous Improvement?
• Tools for documenting standardized work and how they are used
• How to document standardized work for a process
• Hands-on practice using standardized work tools
• Who should be involved with developing and implementing standardized work?
• How to use standardized work day-to-day and over time

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