Visual Workplace Kaizen
Onsite – 3 Days, 8 Hours/day – Optimum Class Size: 5 - 8 Students

Training Description:

A Visual Workplace is one that speaks for itself and identifies and corrects abnormal situations, directs behavior, eliminates missing information, reduces injury, and uses KPI (key performance indicators) to reveal opportunities for improvement.

This training is designed to provide the entire workforce with the information it needs in a visual and interactive way. Employees are provided with the capabilities to manage their own work and the information to make the right decision. Managers gain access to this information for continuous status and management at-a-glance. This training is appropriate for all levels, and is in-person training.

Training Objective:

Students will be taught a process enabling them to design low-cost visual controls as the means, devices or mechanisms designed to control processes to meet the following purposes:

- Make problems, abnormalities, or deviations obvious (Identification)
- Make operating or progress status easy to see (Information)
- Provide easy to use, step by step instruction (Instruction)

The course emphasizes the importance of visual communication and how it can enhance productivity, safety, and quality within an organization. This in turn will help allow the workplace to meet customer demands for high-quality, lowered cost products and services, delivered quickly, without waste and non-value-added activities.

Skill Attainment:

The course will provide proven tools and concepts for a team to implement a Visual System. Once the team is fully trained this can be repeated in other areas of the plant or office. In this hands-on workshop the team will discover how to use the advantages of a Visual Workplace to:

- Easily and quickly understand information.
- Alert others quickly when help is needed.
- Direct behavior to meet expectations.
- Provide a common language across a diverse workforce.
- Help plan productive work.
- Avoid confusion and lessens stress.
- Improve productivity and morale.

These skills are transferable within the company, industry and are highly desirable by any manufacturer.

Training Agenda:

- Welcome / Introductions
- Continuous Improvement Awareness
- Kaizen Process Overview
- Conduct a Visual Workplace Assessment
- Introduce Concepts for Applying Visual Controls
- Document the Current Process
- Design Visual Controls
- Plan and Create a Visual System
- Optimize, Document, and Train the Visual System
- Management Report-out