

## Sneak Preview of the Lean Leaders Programme

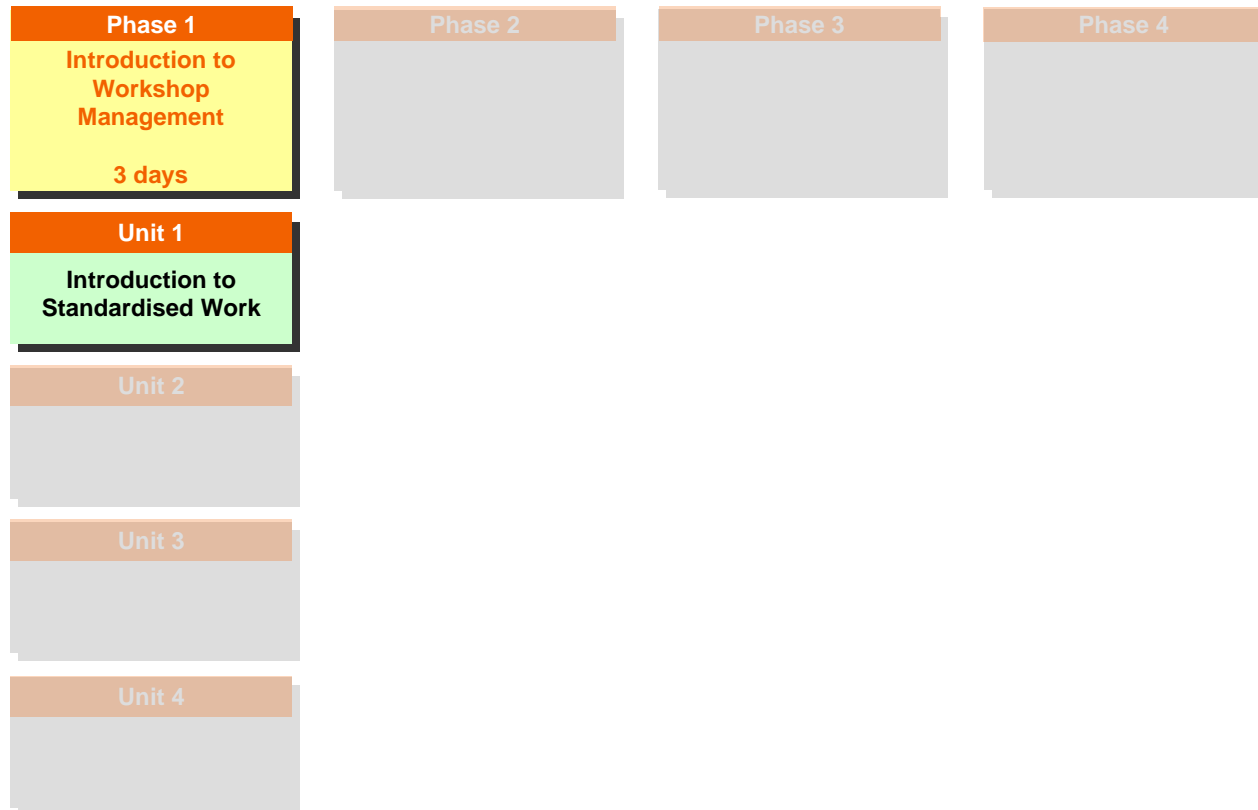


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# Introduction

In this document is a short example of Phase 1 Introduction to Workshop Management – Unit 1 Standardised Work

We hope this document will give you an idea of the course you are about to take



## Unit 1 - Objectives

**By the time you have completed this unit you will be able to:**

- Describe what is meant by a standard operation
- Describe the benefits of standardisation in the workplace
- Establish a Standard Operating Procedure (SOP) using a structured method
- Explain how to monitor and maintain Standard Operating Procedures
- Use SOP's as a tool for sustainable improvement
- Instruct others in how to carry out a SOP using a structured method

# Introduction

In any environment where it is necessary to control:

- Safety
- Quality
- Cost
- Delivery

..... a safe, standard method of working is essential

## Standard Operation

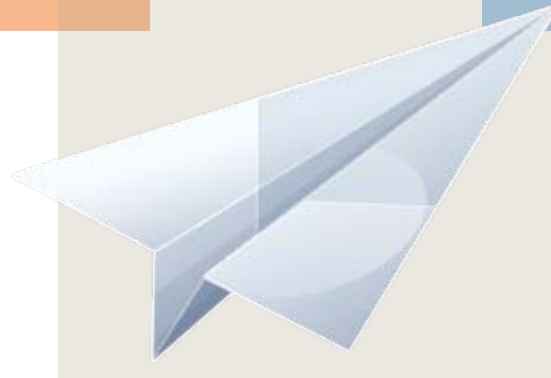
The standard operation is the best current method of achieving

- Safety
- Quality
- Cost
- Delivery

## Standardised Work - Benefits

- Consistent Results (Quality, Deliver, etc)
- Teaching aid for new staff
- Reference document
- Audit Evidence
- Capacity plans can be established
- Foundation for continuous improvement

You will now have a syndicate activity – Paper Planes



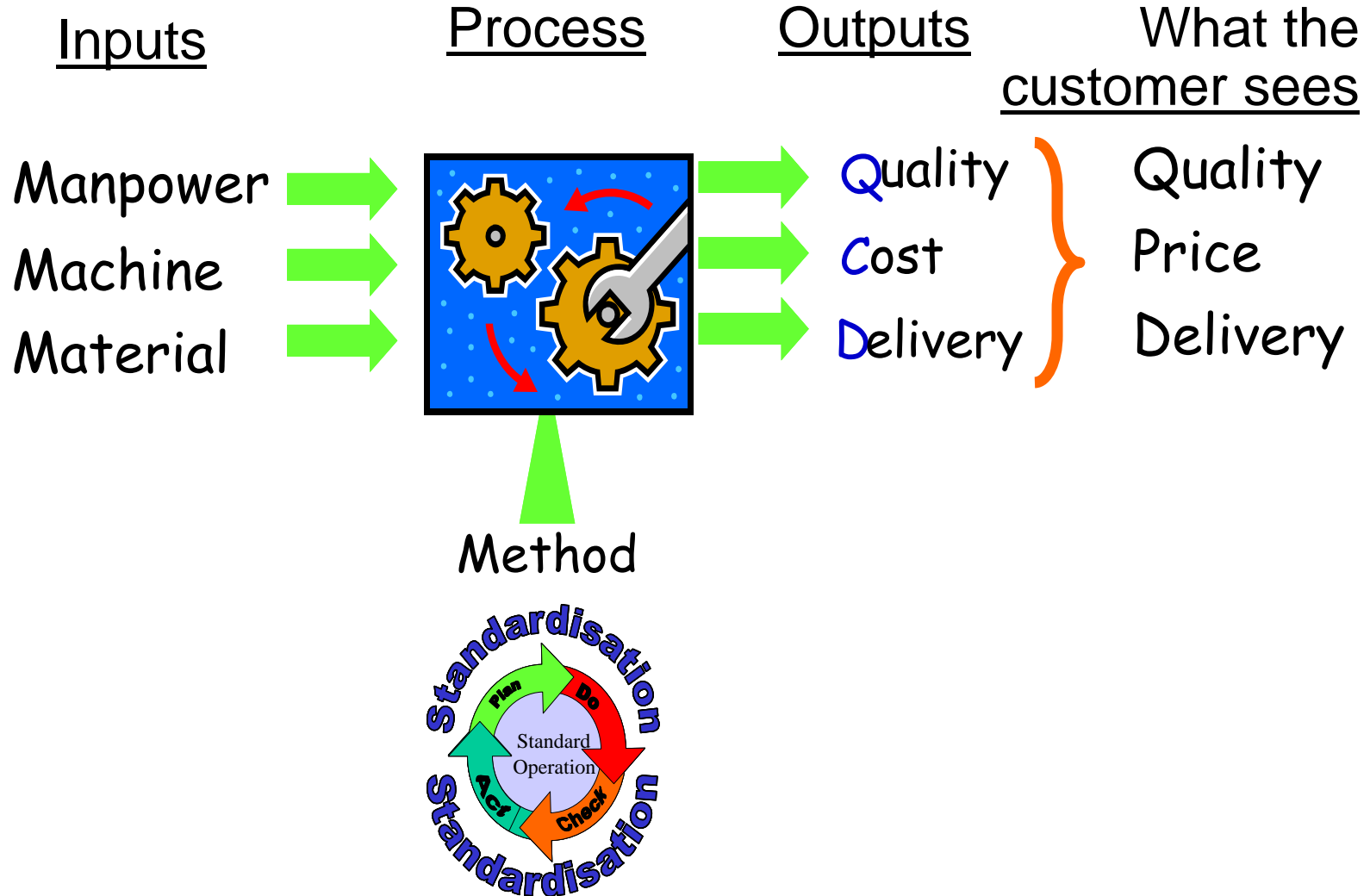
## Syndicate Exercise

What information do you need to have to develop an effective standard operation?

## Syndicate Exercise Review

- Risk Assessments
- Control plans
  - Customer Specifications
  - Process Specifications
  - Materials and tools required
  - Inspection information
- Skills required
- Knowledge of the task

# Standardised Work



## Some questions for you

- What will I do as a result of what I learnt today?
- How will I take this back into my workplace?
- What will I do differently as a result?
- How can I become better than I already am?
- What do I need to know to be even better?
- What books can I read or tapes can I listen to, to accelerate this process more?



## Good Luck

We hope you enjoyed the small section of Unit 1 – Standardised work and that it has helped you get a better understanding of the programme.

We also wish you the best of luck for your course and for a successful career using your training.

