



Journey to Excellence



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Setting Strategic Standards and
Establishing Training Procedures
Will Increase Employee Engagement

Exposing problems and waste everywhere requires an environment focused on employee engagement. In order to create that environment, organizations must develop standard work and formal training programs as a foundation. Visual displays will increase employee engagement and define what we accept, tolerate and reinforce. Through standards and training, people begin doing the right thing, the right way, for the right reason, even when no one is watching.



Training and Documentation

A well-developed system must be well-documented. Detail what, when, where, and how things are done while maintaining records consistently.

Train new employees promptly on your system. Develop training documentation and maintain signage that standardizes your system to guide their work related activities. Post work instructions, designate areas and procedures, post before and after pictures, a schedule of activities, individual and team goals, and recognition of accomplishments.



Schedule Training Activities

By scheduling regular training activities you will make it part of the work routine; the goal is to make standardizing a habit for your employees. Always participate and follow-up to make sure everyone is doing their part.



Establish a Daily Schedule

At the end of the day organize the work area to be ready to start work the next day.

- ✓ Sort
- ✓ Straighten
- ✓ Shine



Establish a Monthly Schedule

“Take care of the small things and the big things take care of themselves.”

With employees following the daily schedule you should only need to do major activities once a month. Be prepared by listing all activities that need to be completed, have supplies on hand and make everyone aware of their tasks.



Expect Continuous Improvement through Continuous Training

Perfection is a work in progress. The challenge is to regularly review your process, seek improvement, and change as needed. Have a monthly meeting to discuss and get feedback for improvement from employees.



Encourage & Support Personal Growth

Provide opportunities for employees to:

- Take on a special assignment that will challenge them
- Try a new skill
 - Serve as a mentor or trainer for new employees.
- Teach someone or a group something they have learned or in which they have expertise
- Spend time with experts, model others who are competent at a skill you are interested in acquiring
- Read books, articles and manuals and share with the team.
- Conduct research; seek information from others.

Visual Workplace Examples

Want ideas for visual displays that will increase employee involvement?

Visit our website to view before and after photos of visual solutions and Lean workplace. Also view visual factory, visual office and visual healthcare solutions.

<http://www.visual-work-place.com/ss-examples.html>

