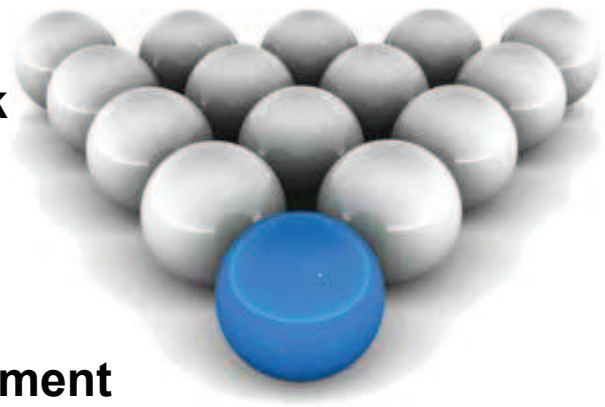


## **VISUAL** management techniques to support **LEADERSHIP** standard work

- Promote and reinforce Leadership Standard Work as “the way we do work”
- Identify opportunities with Gemba walks
- Sustain continual improvement



### Leadership Standard Work needs to become “the way we do work”.

#### Leadership = True Teamwork

The primary objectives for leadership standard work is to:

- 1) Ensure that processes are running as designed
- 2) Accommodate opportunities for process improvement on a continual basis

Implementing leadership standard work requires a weekly GO SEE or Gemba walk. This walk frames and refines leadership standard work for the organization, on an ongoing basis, by evaluating whether operations are lean, visual and effective.

It is the team leader's role on this walk to look for opportunities to bring to the next continuous improvement event. The Gemba walk responsibility supports and increases awareness of the leader's role and accountability, and improves the leader's value-added work contribution to the organization.

#### Do you have a road map for your Gemba Walk?

Visual Workplace helps organizations achieve process-oriented leadership standard work with visual management tools that make the workplace an intuitive, visual environment.

This guide is intended to foster ideas to help your company develop its leadership standard work processes.

#### Companies that Exemplify Leadership

Here's a few of the world's leading companies that use the Visual Workplace Mobile In-House Sign Shop and our other products in their operations:



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### **TOP 12: Issues to Define Leadership Standard Work**

If your facility is lacking in any of these areas because systems are not in place, or poorly maintained, this document is designed to help. For more information, or to address a specific situation, please have your team leaders contact Visual Workplace.

- 1 Are the company's vision, mission, and goals visibly displayed and incorporated into daily activities?
- 2 Are visual management practices and requirements linked to corporate strategies?
- 3 Do team members understand the history of the company and comprehend how its history helped shape its vision? Is a historical time line visually displayed?
- 4 Does the facility visually display their commitment to continuous improvement and a respect for people?
- 5 Is leadership taking an active role in the visual conversion process through continuous education (books, research, plant tours, workshops and other training)?
- 6 Are team members trained specifically in the visual management concepts and methodologies beyond 5S workplace organization?
- 7 Does a Rewards and Recognition program exist for team members that actively participate in continuous improvement?
- 8 Are team members empowered to initiate and resolve issues on their own?
- 9 Is there a feedback system to communicate to team members the status of improvement projects they suggested?
- 10 Are team members allocated a specific amount of time weekly for continuous improvement activities?
- 11 Are visual workplace/5S tools standardized, maintained and made available for every continuous improvement team or department?
- 12 Are waste reduction and continuous improvement metrics compared to established goals and visually displayed?

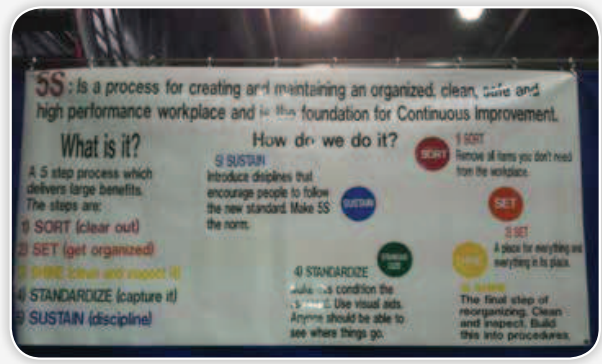
#### **Does your facility foster leadership standard work?**

Click here for a comprehensive visual management self-assessment to:  
1) evaluate where you're at now, and; 2) identify opportunities for improvement

### Visual Management Techniques that Put Leadership Standard Work on Display

#### Examples of Leadership in Action...

Display the company's vision, mission and goals to create engagement.



Actively address the visual conversion process through education, corporate initiatives, plant tours, webinars and workshops.



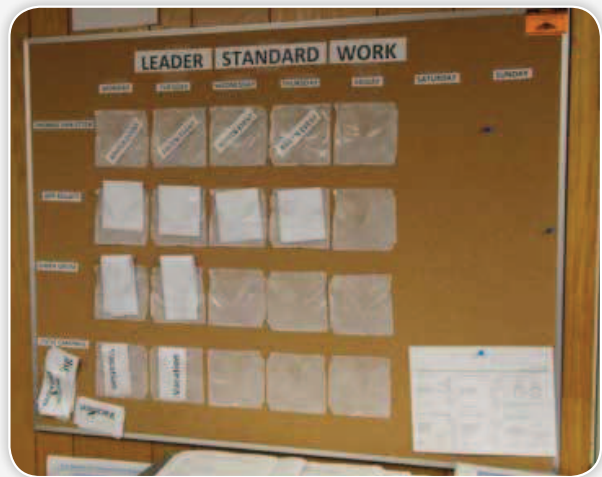




Institute leader standard work and metrics systems, and put them on display to create accountability.



Build feedback systems to communicate to team members the status of improvement projects.





Work toward standardizing and maintaining 5S systems and tools; ensure that these are available for every improvement team and department.





### Visual Management Techniques that Create Employee Engagement

#### Examples of Leadership in Action...

Use creative ways to support the company's understanding and commitment to continuous improvement. Build and reinforce interest and participation in the program.



Visually display waste reduction and continuous improvement metrics; track results and compare with program goals.



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Finally, and perhaps most importantly, recognize and reward team members that participate in continuous improvement and actively drive the program to success.



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*Please follow the links below for more information on any of these products.*

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