VISUAL WORKPLACE®INC

You won't GET LEAN...
until you GET VISUAL!

TOOLS that Generate Sustainable Results with VISUAL MANAGEMENT

- **Principles of Visual Management**

- **Results of a Visual Workplace**

- **The Right Tools to Create
  a Visual Workplace**

What's in your tool box?

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Tools That Generate Sustainable Results with Visual Management

Why Visual Management?

Virtually every successful organization has leveraged Visual Management to help improve:

- Operational efficiency
- Increase shareholder value
- Improve the customer experience
- Maintain strong financial performance

A strong visual management system drives the continuous culture and rate of improvement. While aligned with the right management and leadership practices, visual systems define the standard to which we operate and measure ourselves against.

Why is this methodology so challenging for many organizations to implement?

In order to successfully create a visual workplace, you must educate your team about the principles of visual management and provide them with the right tools. By integrating Visual Management into your culture, you will improve your company's ability to see opportunities for improvement and sustain the results.

What is a Visual Workplace?

A true visual workplace is an environment that speaks for itself. This means that the questions asked every hour, day or week disappear. Visuals answer the questions instead of people.

A visual workplace should:

- Identify and eliminate abnormal situations
- Direct behavior
- Eliminate missing information
- Reduce injury
- Use Key Performance Indicators (KPIs) to reveal opportunities for improvement.

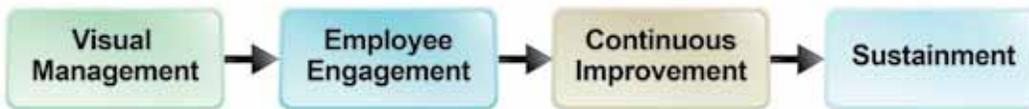*When you share vital information visually, work that is supposed to happen does happen.*

Principles of Visual Management

To create a culture of **continuous improvement**, there are **5 principles of Visual Management** that must be understood while providing your team with the right tools to create the visual systems.

1. Visual Management – Driving Employee Engagement
2. Workplace Organization – Beginning to See
3. Visual Displays – Exposing Problems and Waste
4. Visual Controls – Creating Real Time-Feedback
5. Visual Problem Solving – Continuous Improvement

1 Visual Management – Driving Employee Engagement

Visual Management → Employee Engagement → Continuous Improvement → Sustainment

Visual Management is the foundation that will engage your employees to see opportunities for improvement and sustain the results.

- A culture of improvement and sustainable results can only be realized when your team is fully engaged.
- Engagement starts with a commitment to solve problems.
- Sustainment relies on a competence in our people, so once problems are exposed they are willing and able to solve them.

2 Workplace Organization – Beginning to See

The idea is to evaluate and touch everything in the workplace and learn to see if it is truly a part of the process. You must determine how often you use it, at what frequency and whether it belongs where it is. This process creates an organized and safe workplace that team members take pride in. Once we have created standards for organization you can take the next step and begin to use visual devices to measure your processes and drive improvement.

5S Workplace Organization...

- **Scan** to see the process
- **Sort** to begin to expose waste in the process
- **Simplify** to begin to define abnormal conditions
- **Sweep** to make the workplace cleaner, safer and more productive
- **Safety** to respect people

A visual workplace can answer the who, what, where, when, why and how by eliminating missing information.

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3 Visual Displays – Exposing Problems and Waste

Exposing problems and waste everywhere through visual displays needs to be part of your cultural blueprint. It is impacted by what we accept, tolerate and reinforce. People should be doing the right thing, the right way, for the right reason, even when no one is watching.

Visual displays...

- Standardize work
- Answer repeated questions
- Share information

How much time and money is spent searching and answering repeated questions due to missing information?

4 Visual Controls – Creating Real-Time Feedback

Visual Controls are key to creating real-time feedback and are also an important component of Continuous Improvement and performance management. They trigger action!

Visual controls...

- Communicate normal and abnormal situations at-a-glance
- Incorporate corrective action
- Provide feedback

Engage employees, evaluate processes and drive improvements with Visual Management tools.

5 | Visual Problem Solving – Continuous Improvement

The focus of visual problem solving is to establish a problem solving framework. This framework must then become the foundation of huddle meetings and is used for data collection that drive action plans. Scoreboards are used to display the data and visually link information throughout the organization establishing a communication rhythm.

What are your problem solving tools?

• Is the data you collect aligned with business strategies?

• Audit the effectiveness of your Scorecards

The correct application of a visual system is how the operation speaks to us and tells us what is going well and what is not.

Bottom Line Results of a Visual Workplace

Information deficits (blurred, incorrect, late or missing information) erode profits. Effectively implementing a visual workplace will wipe out these deficits, increase employee engagement and result in the following dramatic improvements:

• Increased quality
• Increased efficiency
• Increased throughput
• Reduced scrap
• Reduced setup time
• Reduced inventory
• Reduced injury

How Can You Achieve Similar Results?

Challenges of Integrating Visuals into Processes:

COST If you could get signs at a reduced rate, would you utilize more visuals and signage in your facility?

TIMING Do you have signs and visuals when you need them?

QUALITY Do your current visuals lack impact and professionalism because of time and cost?

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What's in Your Visual Management Tool Box?

Discover the Mobile In-House Sign Shop® – the Right Tool to Support Visual Management!

The **Mobile In-House Sign Shop®** is an affordable tool that gives you the ability to MAKE YOUR OWN professional, custom signs of all sizes to support safety, 5S, Lean programs and other departments within your facility.

Make Your Own...

- Signs on demand
- Signs of all sizes
- Signs inexpensively

"The Mobile In-House Sign Shop system gives you the ability to produce a sign in a couple of minutes with what you want it to say and the way you want it to look."

–Chris, GBMP

Make Signs & Visuals to Support Your Entire Facility!

Floor Graphics	Facility Signs
Tool Shadows	Directory Signs
5S Locators	Key Performance Boards
Magnetic Labels	Visual Management Boards
Office Signs	Company Promotions
Safety Signs	Banners

Advantages of the Mobile In-House Sign Shop®

Inexpensive
75% less than outsourcing

Easy to use
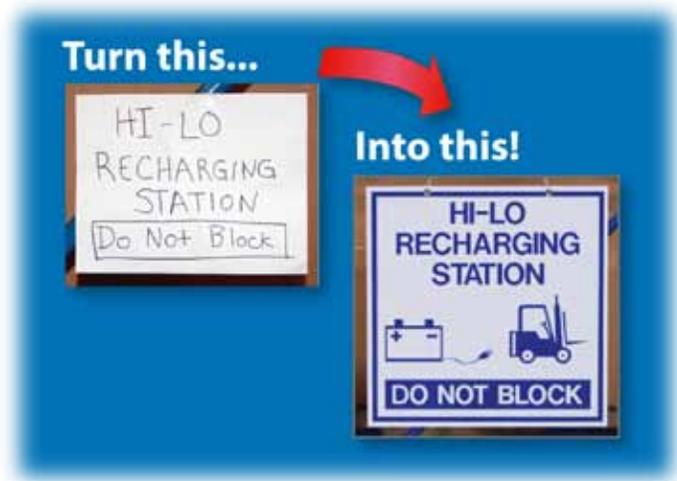Includes everything you need to get started immediately

Fast turnaround
Make signs on demand at the point of use

High quality and professional
Signs add credibility to your message

Signs of all sizes
Large and small format to communicate quickly and effectively

Want to Learn More About the Mobile In-House Sign Shop?

Schedule a Live Demo

Learn how the Sign Shop system works, discuss the benefits and get answers to your questions. 20 mins.
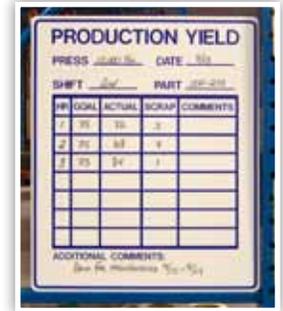
Request a Quote / Ask Questions

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Phone
616-583-9400

Live Chat
www.visualworkplaceinc.com
8-5 EST; Mon-Fri

Buy with Confidence!

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

What Our Customer's are Saying...

"*The Mobile In-House Sign Shop has become part of the Pactiv culture. It's cost effective, user-friendly and gives us quick turn-around.*" —Tina, Pactiv

"*We highly recommend the Sign Shop and use it for 5S and all other visuals. We make our own circles, corners, tool shadows, assignment boards and safety signs.*"
—Jennifer, Crown Equipment

"*In today's rapidly moving world of business, a tool like the Mobile In-House Sign Shop is vital. The loss of momentum waiting for a print shop is just not acceptable.*"
—Jim, Pratt & Whitney

"*The Visual Workplace Sign Shop system has helped improve vital communication within our establishment with ease.*" —Christopher, McCain Foods