

Workshop Overview

The Visual Workplace

See Meaning and Purpose at Work

In this workshop we will introduce you to one very simple idea – the Visual Workplace. The Visual Workplace helps everyone to know what is happening, what needs to be done and the problems and issues we are solving in order to create a better workplace.












A visual workplace is a self-ordering, self-explaining, self-regulating and self-improving work environment – where what is supposed to happen does happen, on time, every time, day or night – because of visual solutions.



Colourblind Simulation at HVAC Manufacturer

Interactive Learning Resources

The resources used for facilitating group learning are:

-  “*The Workplace Maze*” Simulation.
-  “*Colourblind*” Communication Simulation
-  “*Boards, Boards and more Boards*” Information Activity.
-  “*The Balanced Scorecard*” exercise and examples.
-  “Virtual Site Tours” with examples of Visual Devices:
 -  Detmold Packaging (*Print & Packaging*)
 -  Nestle Waters (*Bottling Plant*)
 -  Messier Dowty (*Aviation Components*)
 -  Kraft Coffee (*Food & Beverage Processing*)
 -  General Electric Multilink (*Electronics Manufacture*)
 -  CTS Manufacturing (*OEM Auto Components*)

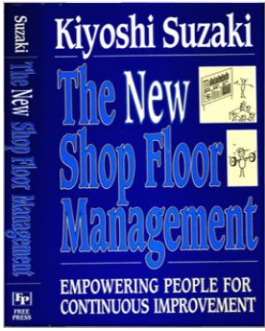
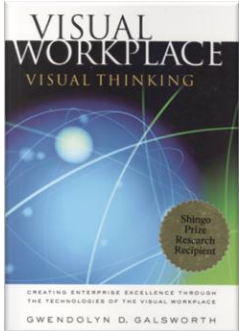
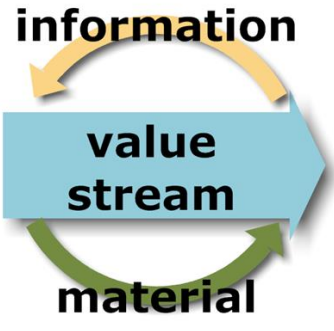
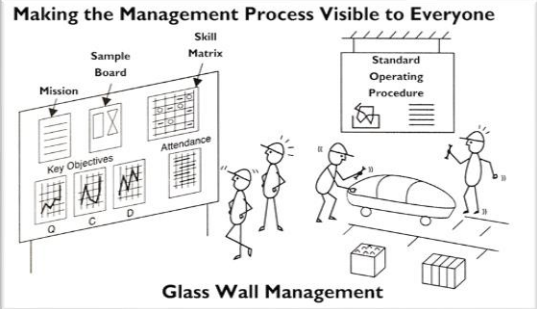

Contact Glen at Performance Frameworks
mobile 0424084078
email performanceframeworks@gmail.com

Workshop Concepts

The Value Field	The 'Value Field' is the place – or places – in the value stream where we add value to the product or service.
What do I need to know and share?	Identify the 'Information Flows' needed for everyone at their 'Value Fields.'
Glass Wall Management	We should empower individuals to self-manage their work and satisfy their customers.
The Mini-Company Concept	We should manage our own "mini-company", where everybody is president of their area of responsibility.
A Visual Workstation	We can make clear to everybody what needs to be done, how we do it and how we are progressing.
Visual Devices: Directing Behaviours	A visual device is designed to influence, guide, direct, limit or guarantee behaviour by making vital information available close to the point of use.
The Visual Workplace	In a Visual Workplace, it is clear what everything is. We know where everything goes. We know exactly what to do and what is meant to happen next.
5S and Visual Workplace	We introduce 5S to complement to Visual Workplace and provide 5S Application Guides.
X-bar R Chart principles	The underlying principles Walter Shewhart applied in designing Control Charting techniques.
Information Boards	Information Boards are a vital and important way of communicating to everyone who needs to know.
Smart Placement	Where things are located matters – a lot! We need to know where things are – and when they are missing.
Smart Placement Principles	We introduce the 'Smart Placement Principles' for application in the workplace.

Workshop Highlights

The ‘Visual Workplace’ workshop is, not surprisingly, highly visual, highly interactive, and engages all our senses to show everyone how to create a Visual Workplace, which is . a self-ordering, self-explaining, self-regulating and self-improving work environment –where what is supposed to happen does happen, on time, every time, day or night – because of visual solutions. To give you some insight on what to expect in this workshop, some graphics, highlights and concepts include:

														
 <p>Suzaki 'Glass Wall Management'</p>	 <p>Visual Staff Allocation Device</p>													
<div style="text-align: center; background-color: #4a7ebb; color: white; padding: 10px; border-radius: 10px;"> <h3>Smart Placement Principles</h3> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="background-color: #92d050; padding: 10px;">Sort through and Sort out</td> <td style="background-color: #92d050; padding: 10px;">Nothing on the floor</td> <td style="background-color: #92d050; padding: 10px;">No doors</td> <td style="background-color: #92d050; padding: 10px;">Put it on wheels</td> <td style="background-color: #92d050; padding: 10px;">Appear and disappear</td> <td style="background-color: #92d050; padding: 10px;">Borders and addresses</td> </tr> <tr> <td style="background-color: #6a5acd; padding: 10px;">Locate at point-of-use</td> <td style="background-color: #6a5acd; padding: 10px;">Nothing on top</td> <td style="background-color: #6a5acd; padding: 10px;">No drawers</td> <td style="background-color: #6a5acd; padding: 10px;">Make work ergonomic</td> <td style="background-color: #6a5acd; padding: 10px;">Use the workplace</td> <td style="background-color: #6a5acd; padding: 10px;">Follow the flow</td> </tr> </table>			Sort through and Sort out	Nothing on the floor	No doors	Put it on wheels	Appear and disappear	Borders and addresses	Locate at point-of-use	Nothing on top	No drawers	Make work ergonomic	Use the workplace	Follow the flow
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Workshop Outcomes and Results

The outcomes and results to expect from the 'The Visual Workplace' will be agreed with your management team, and our workshop will be customized to meet your goals. To give you some insights and what can be achieved, some ideas include:



Visual 'Lock Out, Tag Out'




Visual Quality Standards



Red/Green Swivel Indicators

MAINTENANCE COMMUNICATION FORM
SHEWHART CYCLE CO.
MINI COMPANY: GLASS PROFILING

Area Map with Tag Locations



Tag No.	Location/Descriptor	Issue	Date	Main/Received	Complete
4	Packing station filling cylinder	Damaged hose	12 Dec	13 Dec	13 Dec
12	Takeout Conveyor Control Panel	Speed gauge broken	25 Nov	25 Nov	waiting new parts
1	Proffler Hydraulics	Leaking valve	1 Dec	2 Dec	Terry

Special Tag Coding

Red	Safety	Green	Delivery	Blue	People
Yellow	Quality	Orange	Cost	Purple	Environment

Visual Maintenance Call-Out Board



Sanitation Shadow Boards

Workshop Details

Duration	One Day.
Locations	 On-Site at your premises; or  Hired Training Room at your locality.
How many people can attend?	 From 6 to 24 people
Target audience?	 Everyone
Is this workshop available for conference delivery?	Yes, The Visual Workplace is a great small to medium conference starter, up to 48 people.
Is this workshop accredited?	No. For maximum flexibility, we do not offer accredited programs.
Can this workshop be customised?	Yes. We are happy to customize all resources – workbooks, handouts etc – with your corporate branding. Contact Glen for pricing.
Can we build In-House capability and deliver ourselves?	Yes. We are happy to help you build in-House capability. Contact Glen for pricing.
Is this workshop available for delivery in regional locations?	Yes. We enjoy travelling and delivering in regional locations. We minimize travel costs. Contact Glen for an estimate of t&a costs for your location.
Is this workshop available for on-line and/or remote delivery?	Yes. The Visual Workplace can be adapted for on-line/remote delivery. Call Glen to discuss,
Is there any prework required?	No. We just ask you to attend with an open mind and have fun in these simulations.
Is there post-workshop support?	Yes. We make Fridays available for ‘free’ ¹ post-workshop support.

¹ Free workshop support is available any Friday – up to one hour per client company, upon booking any available slot through our Scheduling Calendar.