

#2 Workplace Organization and Workflow

Course #	Core 2.0	Instructor Name:	Jim Beswick
Classroom hours	9 (4 sessions)	Instructor Email:	jim@appliedperformance.ca
Independent working hours	8-24	Delivery	Classroom/Boardroom & onsite
Grading	Letter Grade Standard	Dates	Weeks 11-18
		Course capacity	8 max

5S, workflow, workplace organization, material management

Why we need it

Having the right work, tools and information in the right place, safe, identified and ready to be used means people can focus on the job and time is not spent search or moving around

Course Description

The course will introduce the trainee to how improving workflow and workplace organization is key to successful operations and the tools and practices needed to make change happen. This course will cover how workflow directly influences productivity, how workflow can be improved, what needs to really happen and common practices that negatively influence workflow.

Workplace organization is more than just 'tidying up', it is the bedrock of operations, get workplace organization right and work becomes easier. The course will cover tools including 5S/CANDO, work cells, material organization, plant layout and data organization. How the ideas affect productivity, how to design for your company and implementation.

Course Outcomes

Upon completion of this course, the participant will be able to:

- Recognize the importance of work and information flow to productivity and how to improve productivity
- Demonstrate how operations layout can improve workflow and productivity
- Demonstrate how a 5S or similar program should be designed and implemented
- Explain the difference between a 5S program and tidy up program
- Identify how tools including material organization and work cells are used
- Recognize how important data organization is to the company and options to manage
- Appraise how workplace organization integrates with standard work and communications
- Identify changes needed to workplace communication and standard work

Course Delivery

Course delivery will be combination of classroom teaching and simulations, workplace visits and exercises. The course will conclude with a group project, where the trainees will design and implement a workplace organization program.

The trainee will be graded on their participation in the classroom activities and the group project

Course Modules

This course is organized into following modules

- Workflow
- 5S/CANDO

Applied Performance – Operations Delivery Model Training Program

- Workplace Organization
- Data and work organization
- Integrating workplace organization into an operations productivity model

Pre-requisites

Course #1 needs to have been completed before this module can be delivered.

Additional recommended materials:

What is 5S- from Process Coaching Inc
5S Guidelines from Lean.Org

Grading Scheme

A – Excellent. Showing comprehensive understanding of the subject matter and its implementation to workplace

B – Good. Clearly shows comprehension of subject matter and its implementation to workplace

C - Satisfactory. Basic understanding of subject matter and its implementation to workplace

D – Marginal. Poor comprehension of subject matter and its implementation

F – Fail. Did not satisfactorily attend or participate in training

Sample Detailed Course Modules (available only for this course)

1. Workflow

1.1. Workflow and batching

1.1.1. Idea of single piece flow as ideal

1.1.2. Batching work for local efficiency versus overall efficiency

1.1.3. Batching work to hide other problems

1.1.4. Detail workflow issues at XY company

Exercises – Pen inspection workflow exercise

2. 5S/CANDO

2.1. 5S

2.1.1. Sort, Shine, Set

2.1.2. Standardize, Sustain

2.1.3. More than tidying up

2.1.4. Using 5S to tell a story

2.1.5. Using 5S to drive productivity (identify opportunities)

Exercise – Use 5S to improve assembly operation

2.2. 5S as part of daily work and communications

2.3. Why 5S fails

3. Workplace Organization

3.1. Workplace organization as a productivity driver

Applied Performance – Operations Delivery Model Training Program

- 3.1.1. Workplace evolution or how it got this way
- 3.1.2. Silos verses product/service flow
- 3.1.3. Spaghetti diagrams
- 3.1.4. Product mapping
- 3.1.5. How to redesign workplace layout
- 3.2. Workplace organization tools
 - 3.2.1. Work cells
 - 3.2.2. U shape cells
 - 3.2.3. Material management tools – point of use, 2 bins & kanbans