

CREATE STANDARD PROCEDURES: Learn the process, templates, and immediately begin.

Processes with lots of variation and poor performance need standard work instructions. Creating the standards sets expectations and creates a calm consistency.

In these working sessions you will learn how to create and document standard procedures to gain some immediate productivity. Teams have gained up to 20% productivity/capacity.

BENEFITS:

- Consistent understanding and application of the standardized processes.
- Improved speed and accuracy of work.
- Clearer expectations and accountability.

WHAT YOU GAIN:

- 2 days of interactive, hands-on training with immediate application.
- Process and templates to continue creating more standard procedures.
- One-on-one coaching and help.

AGENDA: (16 hours – Virtual or On-site)

Time	Topic
4 hours	Capture the current process map <i>Deliverables: Just-in-time process mapping education and templates; process maps that reflect the current way work is performed (with steps, roles, job aids, systems, and gaps)</i>
2 hours	Convert the current process map into standard procedures <i>Deliverables: Just-in-time standard work instruction education and templates; documented standard procedures (with steps, roles, job aids, systems, and key points/special tips)</i>
2 hours	Create standard procedure implementation <i>Deliverables: Just-in-time process 5-step implementation process education and templates; procedure implementation plan (with actions – what, who, by when)</i>
4 hours	Establish procedure documentation system and controls <i>Deliverables: Procedure documentation system and controls defined and documented to manage, communicate, Improve, and control all procedure documentation.</i>

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