Writing Better Production Routines

2 Day in house training workshop

The standard course content is set out below. This can be customised to support specific needs. That can include the use of in house case studies, skill levels and learning platform formats.

Course process includes the use of pre course learning log completion. Certificates are normally provided to all participants as long as they complete all activities. Certificates can be linked to assessments where required.

The course content is designed to provide awareness and experience of creating work routines that

- Are robust, quick to develop and easy to apply"
- Accelerate the development of operator competence improving flexibility and reducing human error risk by:
  - o Setting out clear skill development paths and competency signposts;
  - o Providing foundation knowledge to understand equipment cycles and early warning signs to engage them with problem prevention activities
- Highlight complex or difficult to do activities to support the work simplification and standardisation process.
- Incorporate essential asset care as part of the work routine

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And much more…
- Course content includes case studies and practical exercises to reinforce key learning points.
- Delegates develop their own 90 day plan to begin application of the lessons learned when they get back to the workplace.

For more information and a copy of our prospectus please email
info@dakconsulting.com, log onto our website at www.dakacademy.com
or call +44 (0)1491 845504

Workshop Learning Goals

The course leader will fine tune the content and learning process to suit the personal goals of those attending the course. In addition, we are able to customise course content and approach to meet specific organisational needs, improvement programme principles/techniques or learning platform requirements.

Learn how to
- Define foundation knowledge
- Identify and make visible early warning signals (normal conditions)
- Structure operator capability development plans.

Understand how to
- Establish practical operator standard practices that are easy to do right, difficult to do wrong and easy to learn.
- Create practical learning plans with clear competency signposts
- Identify and deal with skill gaps

Be able to
- Create a practical learning plan for target assets
- Apply relevant visual management to simplify tasks and reduce human error
- Integrate asset care into operator activities as part of their routine

Workshop Agenda
Aims and Objectives of Operations/Operating Procedures
- Safe
- Compliant
- Effective
- Efficient
- Clear
- Standard formats

Understanding Normal Conditions
- Understanding equipment cycles
- Recognising early warning signals (Normal Conditions)
- Making them visible

Designing Standard Operator Procedures (SoP)
- Asset care plans - how and why SoP's should integrate
- Standardising work routines
  - Start up
  - Steady state
  - Close down/Clean out
- Understanding human error and problem prevention
  - Recognising complexity
    - Minimise the need for technical judgement
  - Simplifying

Writing Standard Operating Procedures
- The building blocks
  - Terminology
  - Key term definition
- Standardising work instructions:
  - Visual indicators
  - Setting condition standards
- Developing draft and final versions
- Start up, steady state, close down, clean out

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Training Workshop

Learning to learn
- Foundation knowledge
  - Process cycles
  - Dealing with common problems
  - Knowing where to stop
- Adult learning
  - Setting out learning steps
  - Practical activities
  - Competency assessment

Continuous Improvement
- Assessing waste and added value
- Refining working methods and saving time
- Improving operability
- Preventing recurring problems

Action Planning
- Priorities for action
- 90 day plan development

Review of the workshop and close

Who Should Attend?

The workshop content is designed to help those challenged with formalising, refining and standardising working methods that are easy to do right, difficult to do wrong and simple to learn. The approach is applicable to Lean, TPM, Six Sigma improvement toolsets.

⇨ It is also relevant for managers and change agents who want engage workforce with continuous improvement of working methods.

⇨ The workshop approach combines theory, case studies and hands on practical application including the use of a simple review framework to build on current SOP strengths and address areas of weakness.

Workshop Leader

The workshop will be led by Colin Sanders. Colin served a Royal Air Force apprenticeship before progressed through supervisory management development (MISM, management and instructor training) to become a senior operations manager.

As a consultant Colin has supported maintenance improvement and change management programmes as a project manager, advisor, and facilitator in a range of operational excellence projects. He has extended his consultancy experience to include the application of business process reengineering and implementation of performance measurement to raise operational work standards and support the delivery of business improvement goals. Industry experience includes food manufacturing and processing, engineering, medical supplies and steel fabrication. This has included working with well respected and award winning companies such as Glanbia, Kepak, Johnson and Johnson and AEA Technology.

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