



WORKEXCELLENCE Create More Value, Now - Session 1 & Session 2 Summary

WORK SYSTEM			WORK IMPROVEMENT		
Thursday, June 25, 2020		12:00 PM - 4:00 PM	Thursday, July 9, 2020		12:00 PM - 4:00 PM
Time	Who	Agenda Item	Time	Who	Agenda Item
12:00 PM	Coach(es)	The Meeting COMPASS® Review	12:00 PM	Coach(es)	The Meeting COMPASS® Review
12:05 PM	All	Introductions	12:05 PM	All	Concept Grounding
12:20 PM	All	Concept Grounding	1:10 PM	All	Apply to Your Work - Build Your Work Improvement
1:20 PM	All	Apply to Your Work - Build & Rate Your Work System	2:55 PM	All	Tell the Story
2:50 PM	All	Tell the Story	3:20 PM	All	Work Improvement (Session 2) Closure
3:20 PM	All	Work System (Session 1) Closure	3:55 PM	Coach(es)	Check/Adjust
3:55 PM	Coach(es)	Check/Adjust	4:00 PM		End Session 2 - work Improvement
4:00 PM		End Session 1 - Work System			
<p><u>How to Prepare for Building Your Work System?</u></p> <p>Have a discussion with your team and/or supervisor to develop ideas for a Work System you would like to build. Bring 2 to 3 processes of your work you would like to see improved. If you have any existing documentation bring this as well (flow-charts, value-stream maps, work instructions, or standard work). Many participants find it helpful to attend the workshops with co-workers to bounce ideas off of each other.</p>			<p><u>How to Prepare for Building Your Work Improvement?</u></p> <p>Have a discussion with your team and/or supervisor to develop a short list of initiatives that need to be improved. This list will be most effective if it is related to the Work System you create. Also, bring a list of current improvement initiatives you have been asked to complete in the next 3-6 months. Many participants find it helpful to attend the workshops with co-workers to bounce ideas off of each other. You will use your completed Work System.</p>		
<p>**It may be helpful to bring your laptop. We provide blank templates for handwriting and excel templates for electronic capture.**</p>					
<p><u>WORK SYSTEM - Description</u></p> <p>The organized, connected, and necessary “ways of working” (leadership, production, management) to produce the results from your work. A Work System is a one page visual representation of how we are organized to get the work done. This visual representation displays the structure, order, flow, and the current state of work. Work System shows how you “<u>Create the Value</u>” from your work.</p>			<p><u>WORK IMPROVEMENT - Description</u></p> <p>The act of planning and executing work that improves the results of your organization. Working “On the Business” not “In the Business”. A Work Improvement Plan is a visual representation of the current state of improvement initiatives and planned steps. Your team will identify the critical key initiatives and related planned steps based on the rating of the Work System, Work Direction, and current state of your Work Measurement, and previous Work Improvement Plans. Work Improvement shows how you “<u>Improve the Value</u>” of your work.</p>		
<p><u>WORK SYSTEM Outcomes</u></p>			<p><u>WORK IMPROVEMENT Outcomes</u></p>		
1. Understand the foundational purpose of your work and its’ importance in the organization.			1. Explain the importance of developing a Work Improvement Plan.		
2. Create a visual representation of the work (structure, order and flow) from the beginning phase to the end phase.			2. Describe the different sections of a Work Improvement Plan and know how to complete each section.		
3. Identify the various Work Types that flow through the Work System.			3. Create a Work Improvement Plan that defines the improvement initiatives and planned steps to achieve desired results.		
4. Identify the Management Systems used by the organization to make sure there is value in this work.			4. Routinely check initiatives and planned steps to measure progress and results of improvement efforts.		
5. Create clarity and alignment of how work can be measured by phase.					
6. Evaluate the current state of your Work System and identify opportunities for improvement.					