

Visual Controls Checklist

PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- Label three sections of the board with Current Status, Prior Performance, and Work Guides
- Have Visual Controls audio loaded on device and ready to play aloud during the session
- Prepare a copy of the Visual Controls Notes for each person to be trained
- If needed, refresh your own knowledge of visual controls – see The Essence of Lean Chapter 4, pp. 55-57.
- Preview listen to the Visual Controls audio

1) Welcome the team and explain the purpose of the session

- Give out the Notes copies
- Explain that the purpose of the session is to provide management personnel with an introduction to the management practice of “visual controls”

The purpose the session is to learn:

a) What are visual controls?

b) How do visual controls contribute to the Lean management system?

c) How to organize and implement visual controls?

2) Listen to podcast: “Visual Controls” (11 minutes, 58 seconds)

3) Ask them to explain what they just heard (in their own words)

4) Ask them to come up with examples of visual controls that we already use in our organization

Write each example on the board under one of the headings: Current Status, Prior Performance, or Work Guides. Discuss how each of these existing visual controls is meant to contribute to the empowerment culture and to Lean work improvement.

5) Optional assignment to be completed by _____ (date)

Design one new visual control in your work area and describe its expected impact on workers. If approved, set up your suggested visual control.