

Leader Standard Work

No.	Frequency	Activity	Day/Time	Oct	Nov	Dec
1	Daily	Audit the work area to check if it is safe and if 5S is being followed.	Daily 8–9am	M - F	M - F	M - F
2	One time	Attend the 5S event Kick Off	Mon, 9:00am	11 th	N/A	N/A
3	Weekly	Attend 5S Huddle to model Lean principles and remove barriers for staff	Tues, 9 – 10 am	12 th , 19 th , 26 th	2nd, 9 th , 16 th , 23 rd , 30 th	7 th , 14 th , 21 st , 28 th
4	Weekly	Check in with staff to observe standard work being followed and remove barriers	Wed, 10 – 11am	6 th , 13 th , 20 th , 27 th	3 rd , 10 th , 17 th , 24 th	1 st , 8 th , 15 th , 22 nd , 29 th
5	Weekly	Coach and develop direct reports in the 5S skills they have chosen to develop in	Thurs, 2 – 3 pm	7 th , 14 th , 21 st , 28 th	4 th , 11 th , 18 th	2 nd , 9 th , 16 th , 23 rd , 30 th
6	Weekly	Meet w/Lean coach: reflect on leadership behaviors	Friday, 8:00 am	1 st , 8 th , 15 th , 22 nd , 29 th	5 th , 12 th , 19 th , 26 th	3 rd , 10 th , 17 th , 24 th , 31 st
7	Monthly	Celebrate and recognize the contributions the people in your area make	Last Friday of the month 4 – 4:30 pm	29 th	26 th	30 th
8	One time	Attend the 5S event Report Out	Friday, 2pm		26 th	

Action Plan

No.	Date	What	By When	Notes	Done?
1	11/3/21	Follow up with Mary and remove the barrier she is experiencing with ordering more sanitizing wipes	End of day today	Standard work does not specify brand	
2					
3					
4					
5					
6					
7					