 **Visual Management Overview**

Title of Process/Resource: Visual Management

Date: June 2020

Visual Management Process/Resource purpose:

Utilising or implementing visual management tools in your work space have the following benefits – eliminate waste of searching and motion, can be used to manage procurement, drive effective and focussed behaviour – empower staff to focus on measured value added work for customers and overall improved practice performance.

Resources the Practice needs to provide

* Lean Leader
* Lean team
* Invitation to visit
* Training Time

Resources provided by Tū Ora

* One Point Lessons
* Issues registers
* Actions plans
* Checklists
* Team Board examples
* Process Mapping workshops
* Problem Solving workshops

**Visual Management - Best Practice in Action**

What is visual management?

Visual Management is a Lean tool, that quite simply manages a range of aspects in a visual way. It can be in the forms of signs and signals, or data and measures. Think shadow boards and/or graphs.

Why should you use visual management?

Using visual management will go to great lengths to take the guess work out of a range of work place aspects. From responsibility matrices, to stock control management to key measures/data that drive focussed workplace behaviour.

What do I need to do to begin a visual management journey?

* Provide the team with Module resources for their information
* Identify the visual management opportunities
* Implement and communicate the new visual management initiatives

Delivery/Training Needs:

-workshop -module  -face2face  -visit 

How do I use visual management?

* Ensure everyone knows about what is being managed visually and why
* Ensure everyone understands their responsibility to the visual management
* Huddle around the visual management board in relation to measures/data
* PDCA visual management
* Always look for more visual management opportunities

How will we know visual management is working?

* Positive feedback from wider team
* Less searching and motion
* Improved focussed activity (targets met)

What else could we consider?

* Always looking for more visual management opportunities
* How can we use Kanban?

Website Links:

<https://www.google.com/search?q=lean+visual+management&rlz=1C1CHBF_enNZ848NZ848&sxsrf=ALeKk02CpGCgv0dybali1fVh3oLCJHTd1g:1591512720044&source=lnms&tbm=isch&sa=X&ved=2ahUKEwijrtXyju_pAhUm7XMBHdu1CkYQ_AUoAXoECBAQAw&biw=1280&bih=578&dpr=1.5>

<https://www.google.com/search?q=Lean+Team+Boards&tbm=isch&ved=2ahUKEwiX997zju_pAhX-1HMBHdD4D6EQ2-cCegQIABAA&oq=Lean+Team+Boards&gs_lcp=CgNpbWcQAzoECCMQJzoCCAA6BAgAEEM6BggAEAUQHjoGCAAQCBAeOgQIABAYOgcIIxDqAhAnOgUIABCxAzoECAAQHlD3hQRYmagEYMipBGgBcAB4BIABkgKIAfIgkgEGMC45LjExmAEAoAEBqgELZ3dzLXdpei1pbWewAQo&sclient=img&ei=ko7cXpfmEf6pz7sP0PG_iAo&bih=578&biw=1280&rlz=1C1CHBF_enNZ848NZ848>

Supporting Legal documents: none

Clinical Best Practice: not applicable

Recommending reading:

<https://txm.com/five-tips-designing-effective-team-visual-management-board/>

<https://kanbanize.com/kanban-resources/getting-started/what-is-kanban-board>