



Crystal Lean Solutions

Training
Academy

Leadership Standard Work



Leadership Standard Work

DURATION:	1 Day
ACCREDITATION:	Crystal Lean Solutions
COURSE CODE:	1084

AIM:

The aim of the Leader Standard Work programme is to equip leaders with the tools and routines to consistently manage daily activities, drive operational excellence, and sustain continuous improvement through structured leadership practices.

OBJECTIVES:

At the end of the course, learners will be able to:

- ✿ Understand the concept and importance of Leader Standard Work (LSW).
- ✿ Identify key leadership routines and behaviours for operational success.
- ✿ Develop a daily, weekly, and monthly leader standard work plan.
- ✿ Use LSW to improve accountability, communication, and problem-solving.
- ✿ Sustain performance and continuous improvement through disciplined routines.

THIS PROGRAMME IS FOR:

The Leader Standard Work programme is suitable for leaders and managers seeking to improve consistency, accountability, and operational control, including but not limited to:

- ✿ Frontline and Middle Managers
- ✿ Supervisors and Team Leaders
- ✿ Continuous Improvement Professionals
- ✿ Operations and Quality Managers
- ✿ Emerging Leaders

PROGRAMME CONTENT:

1. Introduction to Leader Standard Work

- Defining Leader Standard Work and its role in operational excellence
- The connection between LSW, Lean principles, and continuous improvement
- The difference between managing by routine and managing by exception

2. The Role of the Leader in a Continuous Improvement Culture

- Leadership behaviours that enable team engagement and problem-solving
- Building discipline and consistency through standard work for leaders
- How LSW supports accountability and visibility across all levels of leadership

3. Core Elements of Leader Standard Work

- Daily, weekly, and monthly routines: what to include and why
- Visual management and the use of tiered meetings and performance boards
- Identifying value-adding leadership activities versus administrative tasks

4. Developing a Leader Standard Work Plan

- Practical exercise: mapping current leadership routines
- Identifying gaps and opportunities for improvement
- Designing a personal or team Leader Standard Work template

5. Using LSW to Drive Accountability and Communication

- Creating clear communication channels through structured interactions
- Using LSW to monitor performance, coach teams, and address issues proactively
- Integrating LSW into existing management systems

6. Sustaining Leader Standard Work

- Overcoming common barriers to implementation
- Embedding LSW into organisational culture and performance reviews
- Continuous improvement of the leader's own standard work

7. Action Planning and Next Steps

- Reflection and personal action plan
- Commitment to implementing LSW within the participant's area of responsibility
- Tools and supports for ongoing improvement

ASSESSMENT:	None
GRADING:	Not Applicable
PROGRAMME DELIVERY:	Classroom
TOTAL DURATION OF THE PROGRAMME INCLUDES:	1 Day
CERTIFICATION CRITERIA:	Completion of all training days on programme
CERTIFICATION BODY:	Crystal Lean Solutions
RECOGNITION OF PRIOR LEARNING (RPL):	N/A
PRE-REQUISITE:	None

OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:



- ✱ Situational Leadership
- ✱ Leading with Emotional Intelligence
- ✱ Human Error Problem Solving
- ✱ Negotiation Skills
- ✱ Communication Skills
- ✱ Teamwork & Conflict Management
- ✱ Decision Making
- ✱ Commercial Acumen