

Everyday Operational Excellence 1 day

Lean Daily Management and Continuous Improvement

Organisations that excel operationally don't rely on periodic improvement projects alone. They create daily habits and management routines that sustain performance, surface opportunities for improvement and enable teams to solve problems. A Lean Daily Management System provides the framework for achieving this consistently and at scale.

This practical one day course is designed to help teams develop a simple, effective approach to managing performance and improvement as part of everyday work. Participants will learn practical methods for visual management, structured team conversations, accountability, escalation and problem solving, exploring how these elements work together as a cohesive daily management system.

The programme uses a single running case study throughout the day, following Sam, a team manager improving how their team works day to day. As participants design their own approach to visual management, stand-ups, daily improvement, standardised work, and leader standard work, they use Sam's journey as a practical reference point, bringing the concepts to life and showing how they can be applied in real organisational settings. The focus is on building a system that works in the real world, using the tools and information teams already have, resulting in greater clarity, stronger ownership, better decision-making, and more consistent operational performance.

What You'll Learn

By the end of this programme, you will be able to:

- Explain what Everyday Operational Excellence is and how it supports Lean, Continuous Improvement, and day-to-day performance management
- Design the core elements of a daily management system that make work visible and support effective team decision-making
- Create practical visual management approaches, including progress boards, performance dashboards, and communication and escalation hubs
- Run short, focused accountability meetings that separate status-reading from problem-solving and improve team responsiveness
- Apply simple daily improvement and triage methods to identify, prioritise, and act on issues before they escalate
- Explore the use of automation, AI and digital visual management tools within daily management practices
- Identify opportunities for standardised work and leader standard work so that improvements are sustained over time

Delivery Format

- Can be taken as a stand-alone module or as part of the Business Black Belt Programme
- Available as a virtual open classroom session
- Offered as in-company training, either on-site or virtual

Accreditation

- Contributes to BQF accredited Business Black Belt certification and LCS
- Worth 8 CPD points

Who Should Attend?

- Leaders, team managers, and professionals who want to create a more effective daily management system within their teams
- Frontline teams and service functions looking to improve visibility, coordination, and day-to-day problem-solving
- Teams that already have boards, metrics, or regular meetings in place but want to get better value from them
- Practitioners and CI leads responsible for improving team performance, strengthening accountability, and helping better ways of working become routine

Why Choose This Course?

- End-to-end understanding of daily management in practice, from visibility and stand-ups through to improvement, standardised work, and leader routines
- Confidence to apply the ideas in their own teams, using realistic examples alongside their own operational context
- Practical methods for improving focus, ownership, and responsiveness in day-to-day team management
- A relatable model for application, as participants compare their own designs with Sam's example throughout the workshop

Course Content

Introduction to Lean, Continuous Improvement, and the role of daily management in operational excellence	Daily improvement, issue ownership, and practical problem-solving methods
Visual management, meaningful measures, and team visibility across day-to-day work	Standardised work and leader standard work to sustain improvement
Stand-up meetings, issue triage, and clear team accountability	Building a one-page daily management system for application in your team

Why Choose Catalyst?

Catalyst delivers results, not just services. We blend consulting, coaching, training, and AI-powered tools into a seamless support system that meets teams where they are, developing capability at every level.

Thousands trust us to support their learning and Continuous Improvement journeys - we've specialised in Lean Six Sigma Training and Consultancy for over 30 years. We're known for sharing our knowledge in an accessible and interactive way. Look no further for relevant, relatable content, built by experts and accredited by the British Quality Foundation and the Lean Competency System (LCS). We are the BQF's primary Lean Six Sigma partner and recommended by the Chartered Quality Institute.