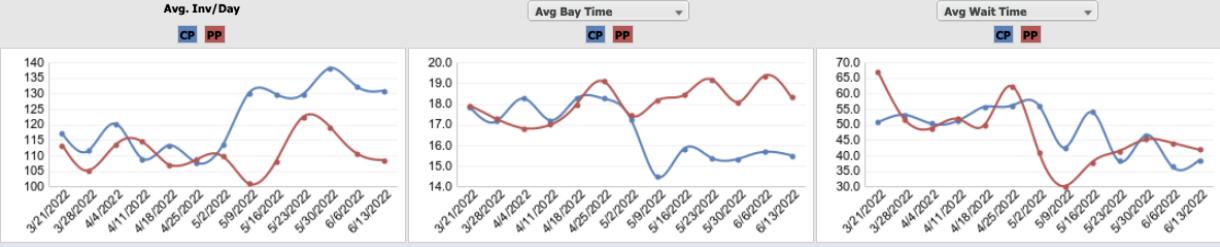




Standardized Workflow AVP Certification		Yes	No
Phase 1 and 2 – Workflow Events – Coaching Focus			
Completed 3 or more Workflow events (<i>Tracked in DTU, Course #200942</i>).			
List the stores that have completed Workflow events: _____			
Phase 3 – Improvement Cycles – Delivering Results: Coaching Driving Improvement			
Stores have entered at least 3 improvement worksheets into improvement log on KC.			
Holding improvement calls on consistent cadence to support the improvement cycle.			
List the 3 or more stores that are part of the improvement calls: _____			
Can speak to improvements made during improvement cycle using Workflow Performance reporting (see <i>example below</i>).			
<p><u>Example of report out on Improvement Cycle Progress - Workflow Performance:</u></p> 			
<p>Event held on week of 4/18/2022</p> <p>First Improvement Plan: SCs certified but not qualified, focused on Flow of Task steps 6-10</p> <p>Second Improvement Plan: Not enough people qualified to work in bayside cell, focused on rotating staff through bayside to build bench depth</p> <p>Third Improvement Plan: Workflow Assistant Manager completed at least one movement worksheet with each employee. Shared results providing a view of wasted steps compared to SAW Timelines</p> <p>Results: Reduction in variation of bay time, reduced wait time resulting in invoice growth</p>			
Can speak to improvements made during improvement cycle using SQDC reporting, specifically TRIR and GK GL (see <i>example below</i>).			



Example of report on Improvement Cycle Progress - SQDC:

Safety Score	TRIR Score	TRIR Cases	Quality Score	GK GL Count Score	GK GL Count Rate
			■	■	■
■	10.0	0	■	5.0	10.1
■	10.0	0	■	5.0	10.1
Date	Store	Cause	Coverage Major	Accident Description	
7/23/2022	AZP 39	Other damage while vehicle in our care	GK	Wheel lock key broke inside wheel lock lug on vehicle	
7/22/2022	AZP 39	Other damage while vehicle in our care	GK	Wheel lock cross threaded into hub	
7/19/2022	AZP 39	Vehicle damaged while parked in lot	GK	Backed into a trailer causing damage to Right Rear Side Fender/ Bumper	

TRIR has shown no injuries and allowed the team to celebrate the win, discussing the Critical to Safety Best Practices, and ensuring these would be a continued observation point for Service Coordinators. The GK GL revealed opportunities for improvement plans. Cross-threaded lug nuts and wheels locks drove a focus on following installing the assembly Best Practices through coaching sessions and observation. Failures in following guiding in and out Best Practices were observed after following up this claim with manager observations. Improvement plan put in place to ensure understanding of Best Practices and observe execution.

Knowledge Check

Understands how to use coaching tools and can explain the benefits of using them.

Movement Worksheet – What is the benefit of “seeing” steps (flow)?

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DT Coaching Questions – What is the purpose of asking the questions?

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Next Steps

What are the next stores that will hold Workflow events?

Understands the importance of continuing coaching cycles and has a clear understanding of requirements for manager certifications.

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Notes: