



Lean in the Office

How much time do you spend looking for an office supply or a lost/misplaced file? How many people touch an invoice prior to payment? How long does a request or order wait for processing? Let's take Joe for example. Joe is the Manager. He has been with the organization for 10 years. His office looks like a tornado hit it full force. But, no matter how messy it looks, **he** knows where everything is. Unfortunately, other personnel cannot quickly find the items they need in his absence. In addition, the disorganized look of the work area can translate to the customer and other personnel that quality and attention to detail is not a priority. Okay, so maybe you decide to improve things and implement *Lean Processing*. Really, what's the big deal? All you have to do is move things closer together and organize and people will be more efficient, right?

Many individuals and organizations think they have successfully implemented lean but have only scratched the surface of their improvement opportunity. Productivity and efficiencies in an office environment are as critical and important to success in today's competitive world as in the manufacturing arena. In this session, we will explore the importance of thinking 'lean', how to apply it to your office or area and how to create a culture of lean thinkers!

4-hour Session

- Definition and examples of office environment waste
- Identify lean tools and lean terms
- Learn how to map a process
- Link lean tools to waste reduction
- Discuss the roles of leadership and culture
- Move towards perfection

6 to 8-hour Session

- Ability to utilize examples from actual targeted environment and make necessary changes

Call today for more information about
these exciting programs!

800.577.4293