

Lean Office Training

Participants will learn:

- *How to identify and reduce office waste*
- *How to value stream or process map office processes*
- *The 3 phases of Lean Office Implementation*
- *The tools and concepts using hands-on activities*
- *To understand change and how to manage change*
- *How to conduct a Lean Office kaizen event*
- *The interrelationship between the Lean tools*



This two day workshop is conducted at your site and includes Value Stream and/or process mapping of one of your office processes

It is a *hands-on* approach giving participants *experience* in using lean concepts on a real *process*.

A Two Day Workshop Designed for up to 20 Participants A Hands-On Introduction to Lean Office

(A minimum of 7 participants is required)

The *Lean Office Training Workshop* **introduces** participants to *lean concepts* and their application in the office environment.

Understanding lean in the office is more of a challenge. However, it has proven successful in every industry type: construction, healthcare, financial services, armed services, education, city governments, etc.

The workshop is based on learning the tools through the **Three S Model** of Lean implementation:

- Stabilize—Demand and Process
- Standardize—Visuals and Methods
- Simplify—Process and Effective Kaizen

We also offer a One day version of this workshop that excludes Value Stream/Process mapping of an office process.

The training workshop is led by one of our **Certified Lean Facilitators**.

Contact Willie Carter directly at 847-919-6127 to discuss how the Lean Office Workshop can help you achieve operational excellence in your office. Email wcarter@quantumassocinc.com .

Multi-session discounts are available—Call for pricing!

The Waste Eliminators
www.quantumassocinc.com