

LEAN FOR THE OFFICE

IMPACT ON THE ORGANIZATION

We live in a time when business competition is fierce, the global marketplace is changing the face of traditional industries, and excessive waste, or even doing things in a “not-as-efficient” manner can dramatically impact a company’s bottom line. Examining office processes is a necessary survival skill for today’s businesses. In a LEAN environment, quality is improved, process time and costs are reduced, and employees are constantly striving for continuous improvement.

CURRICULUM COVERED

- Lean Management Systems – Establishing the Vision, Mission, Values, and Business Objectives for a lean enterprise. Strategies and tactics flow out of this analysis.
- Fundamentals of Lean
 - ✧ What is Lean?
 - ✧ Visual Management
 - ✧ Continuous Improvement and Problem Solving
 - ✧ 7 Wastes Elimination
 - ✧ Error Proofing
 - ✧ The 5S System
 - ✧ Three Stages of Lean
 - Demand: Takt Time
 - Flow: Pull Systems, Work Cells, Standardized Work, Kanbans
 - Leveling Production: Heijunka, Stabilize and Standardize Processes, Simplify through Kaizen
 - ✧ Value Stream Analysis and Process Mapping
 - ✧ Implementing the Kaizen Plan
 - ✧ Standard Work

For managers, the course is designed to get the team all going in the same direction and to develop a strategic business plan for implementing a lean system. This involves looking at the system as a whole, identifying the areas of opportunity, and setting direction for the organization.

For employees, the program communicates the company’s lean strategy and provides an understanding of lean principles. Then, as the tools are taught, the group plans and begins to implement lean projects.

TIME INVESTMENT: 24-48 hrs

CUSTOMIZATION

This program can be customized to include your organization’s procedures, policies, cases, examples, and terminology. Kindly inquire about these consulting services.

