



Principles of Lean Office

Description

Do you realize that only 20% of total lead time results from manufacturing activities? This means that even with a “lean” shop floor atmosphere, a traditional functional office environment can serve as a bottleneck for responding to customers. This course will provide an understanding of the characteristics and benefits of a Lean office vs. a traditional office environment, and participants will learn how to categorize value added vs. non-value added activities in an office environment and learn ways to eliminate waste.

Objectives/Topics

- Introduction to Lean Office
- Eight wastes in the office
- Apply Lean tools to the office
 - Standard work
 - Workplace organization 5 S/Visual Factory
 - Point of use storage
 - Pull systems
 - Cellular office layout
 - Work balancing and team work
 - Cross training
- Keys to implementation

Simulation

This course features a hands-on simulated office environment where participants will experience the benefits of Lean Office principles, such as meeting quality, cost, delivery and service targets, by applying the lecture concepts and measuring the impact.

Course Length

8 hours

Class Size

8-12 participants

Cost

- \$5000 to hold at client's facility
- \$495 per person for open enrollment, plus a \$12 per person consumables fee.