



Lean Office Tools

*Both classes to be held at
Livingston & Haven,
Charlotte NC*

Directions: www.lhtech.com

Lean Office Tools

September 28, 2010
8:00 am — 5:00pm

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Alliance members  
use course code

**IND-1244-001**

Non-members

use

course code

**IND-1244-002**

Sponsors

**Metrolina Lean  
Alliance**

[www.scleanalliance.org](http://www.scleanalliance.org)

**South Carolina MEP**

[www.scnep.org](http://www.scnep.org)

York Technical College  
Corporate and Continuing  
Education

[www.yorktech.edu/ce](http://www.yorktech.edu/ce)

### *Office Value Stream Mapping*

October 12, 2010  
8:00 am — 5:00pm

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Alliance members
use course code

IND-1245-001

Non-members

use

course code

IND-1244-002

Untapped opportunity for productivity improvement often exists off the factory floor in non-production areas where the organization has yet to understand or embrace Lean thinking and principles. In SCMEP's implementation of Lean Office, Lean principles are applied to administrative processes to streamline information flow – the gathering, improving, movement and storage of information. Just like Lean for the factory floor, Lean Office focuses on reducing total cycle time – for example, the time between taking orders and receiving payment. By properly implementing and sustaining Lean Office techniques, companies can design a Lean Office environment that is effective, efficient, requires less effort and generates measurable benefits.

This one-day workshop is a mix of classroom and live office simulation that illustrates the power of implementing Lean Manufacturing techniques in an office environment. The training will provide an overview of lean concepts and their application to office and administrative processes

Office Value Stream Mapping

Office Value Stream Mapping is a powerful tool used to map administrative processes to identify and quantify waste reduction opportunities. Learn how to find extra capacity within your administrative tasks by identifying opportunities to streamline and improve. The process includes physically mapping the "current state" and systematically defining a lean "future state." Taking a value stream perspective means working on the big picture, not just individual tasks, and improving the whole, not just optimizing the parts.

Benefits:

- Useful as a communication tool, a business planning tool, and a tool to manage your change process
- Allows participants to “see the flow” of value streams and wastes in the flow
- Develops a blueprint and prioritizes activities needed to achieve

Lean Alliance Members \$225

Non Members \$275

Register Online: [Click Here](#)

Register by Phone: 803-325-2889