



Introduction to Lean Office

Work Smarter, Not Harder

Want to know how to do that in your office?

Did you know that 85% of the time it takes to process something in the office is waste? This includes taking and filling orders, engineering changes, invoices, filing, copying, faxing, and nearly every other common office process. A great deal of processing time is wasted with hand-offs, sign-offs, and rework in almost every office process. Your company may have highly trained engineers to design products and the systems for making them, but your business processes have probably been slowly growing untamed, untrimmed, and unchecked since the business was started.

In the Introduction to Lean Office you will learn how you can design waste out of your office.

Manufacturers have been using the Lean philosophy and techniques to create flow and decrease their waste in manufacturing for years. Applying the same philosophy and some different techniques in the office will create a Lean office.

A Lean office produces just what is needed, when it is needed with no additional labor, costs, rework or time. A Lean office will outperform a traditional one in Safety, Quality, Delivery, Cost and Morale. Reducing errors, hand-offs, processing time, forms, expenses and improving morale will drive shortened delivery times to customers, reduced inventory levels and increased sales capacity. All of these improvements are a short path to greater profits.



Is it time to update your office processes?

Office waste is not as easy to see, so it's harder to find! Stacks of physical inventory are far more obvious than full inboxes and unread emails. Rework and inspections stations for manufactured goods demand attention while revising a co-worker's quote or inspecting data entry for errors is virtually unnoticed.

Through two rounds of a simulation based on an office, participants will learn about the eight office wastes and some of the Lean tools for the office. They will also learn the basics of a powerful tool for improvement: Swim Lanes Innovation Methodology (SLIM™). SLIM details how work is completed in the office and then participants will innovate the design of the work to create a Lean process, and implement it!