

Lean Office Workshop with Simulation

Services	Deliverables
<ul style="list-style-type: none">Lean Office Workshop with Simulation	<ul style="list-style-type: none">8 hour Class for 12-15 participants

Eight-Hour Workshop: Lean Office Workshop with Live Simulation

Office and administrative areas are often overlooked as a target point for applying Lean principles. This workshop is structured to show the effect of applying Lean thinking to processes in the office, ultimately leading to improved flows and more simplicity in the execution of daily tasks.

The eight hour workshop involves a mix of classroom-style learning with an interactive live simulation where class participants take on the roles of managers and workers within a company. Workshop participants will learn lean definitions and techniques and explore the application of lean techniques in a simulated office. Participants will ultimately transform the simulated office in stages by implementing proven lean techniques at the end of each stage. At the end of the workshop, the participants will have re-designed a leaner office that improves customer and employee satisfaction and speeds the order-to-cash cycle.

The Advantage Kentucky Alliance trainer will deliver the following learning activities and tools.

- Lecture with overheads
- Simulation materials and supplies
- Workbooks for participants
- Discussion and interaction
- Questions and answers

Benefits of the Lean Office Workshop

Upon completion of the Lean Office Workshop, participants will:

- Understand the basic principles of lean;
- Be able to identify the 8 wastes in an administrative setting;
- Understand how a Lean Office can:
 - Reduce paperwork lead times;
 - Improve customer satisfaction;
 - Increase office productivity;
 - Reduce floor space requirements.



"The best approach is to dig out and eliminate problems where they are assumed not to exist."
– Shigeo Shingo

The company will provide the classroom and refreshments for participants and the AKA trainer.

