

# New! Lean Office

## Lean Concepts Training and Free Lean Assessment

**Date:**

Tuesday, October 26<sup>th</sup>, 2010

**Time:**

Training Program: 8:30am – 12:00pm

**Location:**

NSCC – 181 Elliott Street,  
The Cummings Center, Suite 121E,  
Beverly, MA 01915

**Cost Per Participant:**

\$49 (Continental Breakfast provided)

**Register Early:**

Fax: 978-236-1220 or Call: 978-236-1214  
(Must register not later than a week in advance)

Presented in partnership with:



**Learn how to streamline your front office processes...**

A Lean company is one where every process has been evaluated and streamlined for maximum efficiency – shop floor to front office.

This hands-on, performance-based training program is designed to introduce the participants to Lean concepts, allow them to experience changes to a process, and motivate them to desire improvements in their pre-production processes.

**Benefits of Implementing Lean Office:**

- Streamline the processes
- Cross training and flexible workforce
- React to Business coming in instead of putting out “fires”

**FREE Lean Assessment:**

As part of this program, MassMEP will provide a Lean Assessment of your organization. The report will identify ways your organization can incorporate Lean methods into your daily operations.

Please complete all questions on this registration form and fax to: NSCC (978) 236-1220 or mail payment and form to: Mr. Tommie Watson, North Shore Community College – ICTT 181 Elliott Street, The Cummings Center, Suite 121E, Beverly, MA 01915

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Must Include Birth Date to Register) Gender: Male Female

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business \_\_\_\_\_ Business Telephone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

E-mail \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_

Course Code	Section	CRN #	Course Title	Date	Time	Cost
			Lean Office	10/26/10	8:30 am – 12:00 pm	\$50

Payment MUST accompany registration form. Please make check payable to: North Shore Community College.

MasterCard, Discover or Visa accepted. (circle one)

Account # \_\_\_\_\_ Expiration Date (mo) \_\_\_\_\_ (yr) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**Cancellations must be received one week prior to the event to receive a refund.**

Workshop may be rescheduled if minimum enrollment is not met. Inclement weather: Call 978-762-4200