Lean Office

Date:
Wednesday, Nov. 18, 2009

Time:
8:00 am – 2:00 pm
7:30 am registration and networking breakfast

Location:
UMass Dartmouth ATMC
151 Martine Street
Fall River,MA

Cost Per Participant:
$125 for the first attendee per company and $99 for each additional attendee

Send more than one person and SAVE money

Continental Breakfast and lunch will be provided.

Register:
Click here to register online or contact Kathie Mahoney at 508-831-7020 or kathiem@massmep.org

Advanced registration is required and class size is limited

Lean has moved beyond the shop floor!

Do you?
*Struggle at inventory time with process controls?
* Find it takes a long time to close your books at end of the month?
* Struggle with tracking order entries?

Attend this workshop and learn how to streamline your front office processes and impact your company today!

Workshop Overview:
Join us for a hands-on workshop that 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.

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

Benefits of Implementing Lean Office:
* Cellular Layout and Elimination of Non-Value Added Steps
* One-Piece Flow with a Pull System and Work Balancing
* Cross Training and a Flexible Workforce

What to expect:
Immerse yourself in a performance-based training program, as participants become "employees" of a fictional company, Widget Works. The employees are presented with the proplem that the quotation process must be improved to handle the changing demands of the business.

During the three rounds of the simulation, each participant is empowered to implement Lean Office and experience how quickly they can impact their company and make the processes more efficient.

Who Should Attend:
Front Office personnel who would like to reduce the amount of paperwork during their daily activities and positively impact their processes. Companies that would like to see a more efficient front office process thus allowing them to reduce quote times, reduce time to close their books, reduce inventory controls and improve overall efficiencies.