Lean Office Training Material Sample

Fri, 09/09/2016 - 10:50 — Chris

My Lean Office workshop helps the participants learn to identify, clarify and align their goals, understand how to make decisions based on their goals, define their work processes and discover how to work collaboratively with their upstream suppliers and downstream customers. Through instruction and exercises the student learns how to organize their physical and digital workspaces to efficiently and effectively execute and manage the daily demands on their time. The students learn a few simple Lean tools, such as; PDCA, KPIs, SIPOC, 5S, 5Ds, maximizing flow, waste identification (TIMWOOUD) and simple improvement methods such as DIG and KATA.

The following resource contains a subset of the slides used in the training.
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