2016 WA State Lean Conference: Lean Office

Wed, 10/19/2016 - 04:54 — Chris **Event Date:** Wed, 10/19/2016 - 11:45 - 12:45
Location: Greater Tacoma Convention Center, Tacoma WA

WA State 2016 Lean Transformation Conference

Lean Office: Staying Focused and Organized

In order to make daily time management trade-offs, it's important to understand what you want to do and why you want to do it. In this 60 min session, the student will be introduced to the building blocks of a Lean Office, include making a good plan, understanding the work, managing distractions (email) and identifying wasteful habits. Some key Lean Office tools include; PDCA, KPIs, SIPOC, 5S, 5Ds, Sequencing, Standard Work, WIP, TIMWOOUD, DIG and KATA. A few select tools will be presented along with important habits.

[Learn more and Register] [1] | [Handout] [2]

Source URL: http://www.ceptara.com/contact/events/20161019WAStateLeanConference

Links:
[1] http://www.results.wa.gov/what-we-do/learn-about-lean/lean-conference
[2] http://www.ceptara.com/2016WAStateLT

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