



Lean Office

Duration : 2 day course
Fee : On Request

Key Benefits

- Understanding how Lean in the Office can add value to your organization & customers
- Understand how to Lean techniques can be used in an office environment
- Learn about the most important Lean Tools & Techniques for support functions
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Target Audience

Basically all administrative areas are involved.

Starting with the order entry, order processing, engineering and technical offices, purchasing, logistic, sales, finance and controlling and any other manager or engineer from the other functions involved in the Lean Manufacturing project.

Introduction

This training allows you to comprehend and to deploy a structured methodology aiming at eliminating all waste from the administrative areas.

The goal is to optimize the efficiency of the administrative processes of your company reducing lead times and minimizing inventories, all improving quality of the documents and processes. It allows to develop a new vision of the administrative processes, organized around strong value added activities, in a continuous improvement project.

Together with the "Lean Manufacturing" techniques, this methodology gives you the opportunity to involve all areas of your company in a global optimization plan.

Course Objectives

- Draw a value stream map, analyse and set up a value stream of the administrative processes.
- Identify all waste in order to eliminate it.
- Simplify the information flow in order to improve customer satisfaction.
- Establish the information flow based on customer demand.
- Develop the capacity of the administrative areas to provide reliable information, as soon as possible and to the cheapest cost.
- Understand and adopt the 5S organization methodology in the administrative areas.
- Implement the 7 steps of fixing problems

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Content

- Value Stream mapping of the administrative processes
- Draw the Current State Value Stream Mapping,
- Define a Lean Information flow:
- Eliminate all waste
- Reduce lead times
- Design a continuous, customer demand driven flow
- Identify improvement opportunities,
- Re-configure flows and design a Future State Value Stream Map
- The 5S in administrative areas 1st milestone of Continuous Improvement :
- Sorting and classification rules,
- Standardization of documents
- Problem Solving Techniques

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About REOSS

For more than 25 years, REOSS has been providing services and solutions to its clients to achieve operational excellence. As a consulting and training company we offer Lean, Six Sigma and Operational Excellence training and consulting and interim and change management.

We provide rapid transfer of knowhow to stimulate and enhance value creation for your business and customers. With our international team of experts, we help our clients worldwide with the implementation of tools and methods and the transformation of their company. Whether you are a family-owned business or an international corporation, we support your strategy whether you are looking for public training or tailor-made solutions for your specific needs.

We believe that knowledge is key for any company to remain competitive in the business environment. A learning company continuously transforms itself to become more and more interconnected, we therefore believe in the learning organization. Only when a work force feels like a community your employees are committed to give the best.

Learning organizations develop as a result of the pressures they are facing and this enables them to remain competitive in the business environment. Our mission is to help companies to become successful and to continuously improve.