

Lean Office

Lean Office is a foundational Lean course designed specifically for business and office environments. The program introduces participants to Lean philosophy and core tools for improving administrative and transactional processes.

Through an electronic laptop-based simulation, participants apply Lean concepts in a realistic business setting to identify waste, improve flow, and drive measurable process improvement.

Participants Will:

- Learn the fundamentals of Lean thinking and continuous improvement
- Participate in an interactive business process simulation
- Build current- and future-state value stream maps using real case data

Topics Covered:

- The 8 Wastes
- Value-Added vs. Non-Value-Added work
- 5S and Standard Work
- Value Stream Mapping
- Kaizen

Recommended For:

Business and office managers, engineers, supervisors, team members, and professionals involved in administrative, service, or transactional processes.

Format / Duration:

Customized on-site, in-person | 7–8 Hours | 1 Day

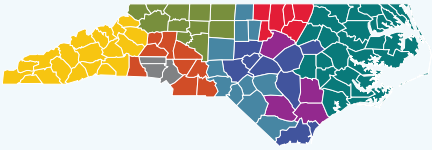
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