

# NEW JERSEY MANUFACTURING EXTENSION PROGRAM, INC.

## NJBIA : Lean Tools for the Office -A Lean Office Overview with Live Simulation



The goal of an organization is to be a Lean Enterprise – to apply the common sense business practices embodied by Lean **thinking** to all areas of a business. There are many well documented successes in manufacturing applications. However, service organizations and administrative processes within manufacturing companies have struggled with applying these concepts.

This workshop will provide an overview of lean concepts, and their application to office and administrative processes. The participants will be introduced to the various lean concepts, and be given the opportunity to apply them in a simulated office. The participants will be able to measure the impact of their improvement effort.

With use of the simulation, the participants will also gain the experience of an actual office kaizen event. Together, the group will identify ideas for improvement. Decisions must be quickly agreed upon. Then, the group will be broken into smaller groups to implement the ideas agreed upon. Strict time expectations will be given for the implementation. Therefore, the experience will closely relate to an actual office kaizen event.

Don't miss this exciting opportunity to learn the Lean Tools for the Office. Take your first step to becoming lean and sign up today using the fax back registration form. Seating is limited to 20 - early registration will ensure your participation!

**Cost: \$250, price includes workbook, breakfast and lunch.**

**(( NOTE : \$250.00 Fee waived for NJBIA members but is limited to one participant per company ))**

### Date and Location

Continental breakfast 8:00am – 8:30am Workshop: 8:30am – 5:00pm

On-site workshops are available for groups of 12 or more. For information call (973) 998-9801

▪ DATE	LOCATION
▪ Thursday, September 17, 2009	520 Speedwell Avenue, Suite 116 Morris Plains, NJ 07950-2132
▪ Wednesday, November 18, 2009	520 Speedwell Avenue, Suite 116 Morris Plains, NJ 07950-2132

# WORKSHOP REGISTRATION

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## NJMEP **Lean Tools for the Office** with Simulation

Workshop Date: \_\_\_\_\_ Workshop Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Name of Person Attending**

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

To register for workshop, please email form to [kbaldwin@njmep.org](mailto:kbaldwin@njmep.org), or fax to 973.860.4637. For additional information call (973) 998-9801.