

Lean Administration

Target

The goal is to provide an overview of ways to increase the efficiency in the administrative areas and let the participant gain experience through practical exercises. Thus participants will receive suggestions to launch the improvement process in their Office successfully.

Training Priorities

- Why Lean in the office?
- Basics of Lean
- Value und the 7 types of waste in the administration
- Identify and describe waste
- The concept of the Methods to avoid waste
 - 5S-the offices
 - Standards to improve cooperation
 - Improvement workshops und Process mapping
 - From vision to implementation to ownership
- Value stream analysis and –design in the Administration
- Practical exercises
- Implementation problems
- Recommendations for the introduction

Target Participants

Everyone, who wants to improve the value chain in the office or know its current implementation status. Employees, managers and process owners, who search suggestion and discussion with partners are focus of this training.

Duration

2 Tage

Date

02.-03. Juli 2009

Address

IMIG AG, Poststraße 35-37, 71229 Leonberg

Price

980 Euro zzgl. gesetzl. MwSt.

Application: Online unter www.imig-akademie.de/online oder per Fax: 0 71 52 / 9 28 46-35