

## Fundamentals of Lean Office 101

Both manufacturers and a wide range of non-manufacturing organizations need a highly effective way to introduce and teach the use of proven “Lean” tools and concepts in an office or administrative environment. At VMEC, we have a great solution.

Last summer, VMEC hosted Carlos Venegas, author of Flow in the Office: Implementing and Sustaining Lean Improvement. Building on the deep 16+ year experience of the VMEC Team in teaching and implementing Lean, the Center incorporated concepts from Carlos’ training and developed a *totally NEW* 8-hour public (or on-site) workshop that leads participants through a fun, hands-on application of Lean techniques in a simulated office setting. Attendees use powerful Lean tools and learn the best ways to ‘see’ a process, identify waste in many forms, and use Lean tools to create a more efficient and cost effective administrative function or organization.

This class uses a variety of exercises – including a simulated office situation with laptop computers – to demonstrate Lean concepts and illustrate the quantifiable benefits that can be achieved when applying Lean in an office or administrative setting. The tools taught in this session increase operational effectiveness, provide better clarity to job roles and functions, increase process ‘flow,’ improve productivity and profitability, and reduce or eliminate waste. The class uses a combination of lecture, video and in-class activities.

*“Loved the hands on simulation, very compelling!”* ( Barbara Leaf, Country Home Products )

*“What I liked best about this workshop was the outcome of value stream mapping and the collaboration of the group to develop and streamline the process.”* ( Carol Chase, Vermont Technical College )

If you have an interest in hosting an “on-site” session of this workshop, please contact VMEC. Also, periodic “public” workshop offerings are scheduled around Vermont, so be sure to check our web site frequently or call 802-728-1432.



**Photos from a recent VMEC *Fundamentals of Lean Office 101* Workshop**