



MACNY, in collaboration with TDO, invites you to:

Lean 101: Office

Tuesday, February 19, 2008

7:30 am – 4:30 pm

CNYTDO - Sam Williams Business Center

1201 E. Fayette St. - Syracuse, NY 13210

(Continental breakfast & lunch provided)

Facilitator CNY TDO

- **Learn how Lean Manufacturing principles can improve your office processes; reducing costs and improving efficiencies.**
- **Reduce the number of employees that review and “touch” a file before the work is finally complete.**
- **Reduce costly paperwork errors before they leave the building.**

Program Overview:

Lean Principles, focusing on value-added activities and eliminating needless tasks, have as much relevance in the office as on the manufacturing floor. There are many benefits to adopting a lean culture in the office including reduced costs, faster processing times, less duplicate work, improved quality, and better customer satisfaction (plus better quality of work life for the office workers).

This full-day workshop provides an overview of lean concepts and their application to office and administrative processes. Participants will learn to use various lean concepts in an