

***Learn Office Fundamental: 5S, Reduce Waste, Process flow***



**Course Overview**

Learn the basics of creating a Lean culture, and leadership behaviors and practices required to make the transformation.

Learn Best Practices from leading organizations. Streamline and eliminate waste from processes, and use process mapping to achieve bottom-line savings within administrative areas. Participate in a dialog, case study and hands-on simulation to successfully apply Office Lean methodology.

**Key takeaways:**

- Methodology
- Hands on simulation of process mapping
- Waste identification and elimination
- Effective metrics
- Culture and leadership
- Prioritizing improvement

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