



The Florida Manufacturing Extension Partnership and College of Central Florida

Present: Lean Zone Office™

Join us for a 3 hour hands-on introduction to Lean Office. The simulation is designed to introduce participants to lean concepts, allowing them to experience changes to process, and motivate them to desire improvements in the office processes.

Office processes are composed of individual tasks. Processes are generally developed over years of time and normally contain steps that are no longer required. A lean office is an environment where each of these processes has been evaluated and streamlined for maximum efficiency.



Another goal of lean office is to eliminate wasted movement by locating the personnel necessary to perform the task together.



There are four rounds in the simulation. Each round demonstrates particular principles and allows the participants to experience the improvements:

- Traditional Office Process
- Cellular Layout and Elimination of Non-Value added steps
- One-piece flow with a pull system and work balancing
- Cross training and flexible workforce

A hands-on approach is used as participants become employees of a fictional company Widget Works. The quotation process must be improved to handle the changing demands of the business. Each round provides the participants with unique learning experiences.

Quotations are processed by the participants and changes are introduced in each round. The quotation process is used because most office personnel have some knowledge of this process.

For additional information about this workshop or Florida MEP contact John Bankey at 407-375-8012 or email John Bankey at: johnb@floridamep.org

To register contact Vikki Lawrence at 352-873-5830 or email: lawrencv@cf.edu

Date: Wednesday, October 6, 2010

Time: 8:30 am—11:30 am

Location: College of Central Florida
3001 S.W. College Road
Building 9
Ocala, FL 34474

Cost: \$45 (course materials included)