

Workshop—Lean Office Events

Mapping Your Way to Change

February 23rd & 24th, 2004 8:00 am-4:30 pm
Avalon Boardroom, Duha Color Services

Workshop Overview:

Lean, Lean, Lean. We hear and read about it all the time, and we even practice the concepts in our plants, but what about the office? This question was the catalyst to create a lean program designed for the office. **The result—the Lean Office Event.** The fabulous results of these events prompted the development of outside workshops. **The purpose of the workshop is to teach Successflo's™ lean office program to others.**

Whether you are a newcomer or a veteran of the “Lean” philosophy, your organization will benefit from this easy-to-use method to analyze office processes, eliminate waste and significantly increase overall communication, effectiveness and awareness.

The workshop will demonstrate detailed information on Lean Office tools in a how-to, hands-on fashion. It is structured in a logical sequence from preparation of an event to follow-up meetings with the team. Every step is expanded to allow the participant to understand why it is important and how to use it effectively. Hands-on exercises are incorporated throughout to embed the information and practice using the techniques. Applying this whole program or just some of the techniques will help your company achieve quantitative and qualitative results. **This is a “train the trainer” workshop to enable the participant to facilitate “Lean Office” events.**

The workshop will cover the following:

- Lean Office Methodology
- Lean Office Tools
- Cross-functional team dynamics
- Facilitation skills
- Case Study(s): To apply the lean office methodology
- Lessons Learned

Who Should Attend:

- Continuous improvement leaders
- Department Managers
- Executives
- Change Agents

From attending this workshop you will be able to:

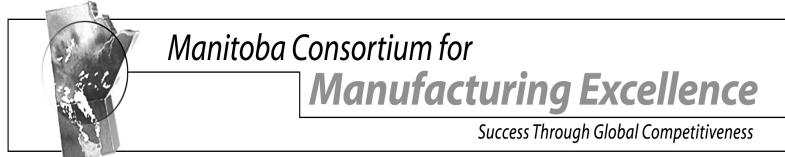
1. Understand how the original Lean Office program was implemented
2. Facilitate a Lean Office Event
3. Lead a team in brainstorming
4. Build consensus
5. Map current and future state processes
6. Keep team focused and on track
7. Keep participants engaged
8. Understand team dynamics and tips on handling situations
9. Uncover wasteful details in an office process
10. Keep the customer at the forefront of the process

Registration Deadline: January 30, 2004

Your Workshop Facilitators

Jane Mobilia-Witte, is the senior materials manager for **The Antioch Company**. She has a master's degree in business administration emphasizing in operations management and is a member of (APICS). Jane joined The Antioch Company in 1997. She currently leads the materials management team for all facilities and is the co-founder of *Successflo*™. *Successflo*™ is an Antioch business that focuses on education, training, and consulting in lean office methodology.

Kristi Huls is the engineering services manager for The Antioch Company and has a Bachelor of Science degree in engineering technology with a manufacturing emphasis. She is a member of the Association for Manufacturing Excellence (AME) and the American Production and Inventory Control Society (APICS). She joined The Antioch Company in 1997, and created the engineering department. Aside from manufacturing support for all facilities, department responsibilities soon included engineering change management; document control; and product development services. Kristi is the co-founder of *Successflo*™.



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Fax Back Registration Form to: (204) 949-4990

Name: _____ Title: _____
Company: _____
Address: _____
Postal Code: _____ Phone #: _____

Please enrol the following participant(s):

1. _____ Title: _____
2. _____ Title: _____

Registration Fees: \$769 per person (GST included: GST registration # 108075482)

Registration fee includes GST, 2 days of classroom instruction, all forms, agendas, checklists, facilitator tips, etc. in the handout materials. Refreshments, breaks and lunch included.
Space is limited for this training course.

Payment: Cheque _____ Visa _____ Mastercard _____ American Express _____

Credit Card #: _____ Expiry Date: _____

Name on Credit Card: _____

I hereby authorize Canadian Manufacturers & Exporters to apply payment to my credit card.

Deadline for registration: Jan 30, 2004

Please make cheques payable to: The Canadian Manufacturers & Exporters
Send to: 103-611 Corydon Ave.
Winnipeg MB R3L 0P3

Location: Duha Color Services
750 Bradford St.
(Avalon Boardroom on South End of Building. Enter on Sargent Ave.)

Dates: February 23rd & 24th, 2004
Time: 8:00 am – 4:30 pm

For further information: Contact: Tammy Oakes CME Ph: 949-1454 or tammy.oakes@cme-mec.ca
Don Breakey MCME Ph: 799-3989 or dbreak@mts.net

Cancellation Policy: Cancellations will be accepted up to Jan30, 2004. Substitutions may be made up to the start of the first session. "NO SHOWS" will be invoiced for the full registration fee.