

Quality & Excellence / Lean Thinking:

Lean Office - Mapping Your Way to Change

Tuesday, November 30 & Wednesday, December 1, 2004 - 8:00 a.m. to 4:30 p.m.

LOCATION: to be announced (In Winnipeg)

Registrations must be received by November 10, 2004. Be sure to register early - this event will fill up quickly!

QNET provides resources, information session and training on Quality & Excellence / Lean Thinking as part of QNET's focus on improving quality and organizational effectiveness.



Presented in partnership with:

Industry Training Partnerships,
Manitoba Advanced Education
& Training



Lean, Lean, Lean. We hear and read about it all the time, but how does Lean relate to "the office"?

Whether you are a newcomer or a veteran to 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.

This 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. 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 enabling the participant to facilitate their own "Lean Office" events.**

Your Workshop Facilitators:

- ◆ **Jane Mobilia-Witte**, is the senior materials manager for **The Antioch Company**. She currently leads the materials management team for all facilities and is the co-founder of *Successflo™*, 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. Aside from manufacturing support for all facilities, department responsibilities include engineering change management; document control; and product development service. Kristi is the co-founder of *Successflo™*.

REGISTRATION FORM: Please fax your completed form to (204) 949-4990 or register online at www.qnet.mb.ca

Lean Office - Mapping Your Way to Change (November 30 & December 1, 2004):

- \$895.00 QNET / CME Member (includes \$58.55 g.s.t.)
- \$990.00 Non-Member (includes \$64.77 g.s.t.)

G.S.T. Reg # 899755334RT

NAME _____

ORGANIZATION _____

ADDRESS _____

CITY _____ PROV _____ PC _____

PH _____ FAX _____ EMAIL _____

PAYMENT METHOD:

- Please Invoice
- Cheque Enclosed
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An event confirmation will be faxed one week in advance and will include location and session details. Registrations must be received by **November 10, 2004** - please note that **cancellations will not be accepted after that date**. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance.

QNET, 454 - 167 Lombard Avenue, Winnipeg, MB R3B 0T6

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