



# Lean for Office Training

**Thursday, April 3  
8:00 am - 4:30 pm**

**Austin Community College**  
5930 Middle Fiskville Rd  
Austin, TX 78752  
512.223.7733

**Limited  
to 20  
Learners!**

**Program Provided by:**



Come learn how to apply **Lean** productivity tools to an office setting for increased productivity!

The full-day **Lean for Office** workshop is a highly interactive program where learners will explore a range of Lean concepts and techniques, specifically for use in an administrative and service industry environment. **Lean** tools and techniques have their roots in the manufacturing world, but are just as effective for improving processes in non-manufacturing settings. Learners will explore how these techniques will transfer to their own office settings.

## Who Should Attend?

**Business leaders, office managers, office supervisors, administrative assistants, buyers, administrators, directors and individuals ready to meet the challenge of continuous improvement.**



## Program Objectives

- Understand how **Lean for Office** can improve your business operations
- Learn basic Lean techniques
  - Value Stream Mapping
  - Effective Team Meetings
  - 5S for the Office
  - Waste Reduction
  - Kaizen Events
- Recognize waste and other non-value added activities
- Explore how to apply **Lean for Office** at your facility

## About the Instructor

Jim Caldwell has 25 years of experience in manufacturing, engineering, and quality assurance in the business process arena. His areas of expertise include strategic planning, benchmarking, and the development and implementation of Key Performance Indicators. Jim earned an MBA from Duke University and holds a BS in Production Management. He is a Process Improvement Engineer with the Texas Manufacturing Assistance Center and is pleased to offer his expertise to program participants.



## To Register

Registration fee: \$300 per person. The fee includes Continental breakfast and lunch, **Lean** course materials, and breaks. Go to [www.austincc.edu/ce/ct](http://www.austincc.edu/ce/ct) and click on **Lean for Office** for the registration form. For more information, contact Brian Bilich at 512.223.7733 or email at [bbilich@austincc.edu](mailto:bbilich@austincc.edu).