

Lean-Kaizen Office (LKO)

In today's extremely demanding office environment, results are expected to be carried out efficiently, i.e. effective, fast and minimal cost. To realize this, goals are clear, people understand the changes taking place in a fluid work environment, and do the best thing possible in a given situation. This is not, however, seemed to be how offices carry out business. Instead, in most offices results are realized only after an exorbitant cost and completion time that is nearly impossible to predict.

This seminar on Lean-Kaizen Office imparts the concepts and techniques for focusing everyone to the goal of the office as support to manufacturing or service business. It features the Kaizen Management System for office such as visual management, standing work, cordless phones, C-H Chart and other techniques that allow coordination of work, cooperation, and connecting efforts of individuals working in a group. It demonstrates how an office can be transformed to a continuously learning and improving organization focused on creating value for customers and avoiding unnecessary efforts and expenses.

Objectives: By the end of this seminar the participants will be capable to and create an environment that supports effectiveness and speed in attaining the main purpose of an office as a workplace for supporting the business. It will impart the techniques that allow people to focus on business (and avoid non-value adding activities), cross-functional teaming, easy and seamless communication through breaking down departmental barriers, visual management and improvement of morale.

Agenda: Among others, the following will be discussed:

- Just-in-Time Transaction
- Visual Project/Work Status
- Work Flow Room
- C-H Charting
- Customer-paced Work
- Procedure Standardization
- Hi-Tech Applications
- Creating a Kaizen Culture

Who should attend: Senior Business Executives, Decision-Makers, Managers, Engineers and Executive Assistants in Executive Offices, Administration, Sales, Marketing, Purchasing, and Engineering and other support functions of any company

Seminar Fee: P8,736 (VAT-inclusive)

Webinar Sessions: 2

Facilitators: Jose S. Villegas

Dates: Jun 20-21 '23, Aug 29-

30 '23, Nov 28-29 '23, Feb 27-28 '24 (Note 8:30 am to 12:00 nn daily via Zoom)