



## Lean for the Office Workshop – May 11, 2017

### *What can Lean do to improve communication?*

- Reduce paperwork process time up to 90%
- Improve on-time performance up to 90%
- Reduce quotation time up to 57%
- Increase staff efficiency up to 50%
- Reduce errors up to 50%
- Reduce office floor space by up to 75%

Save Time

Save Money

Lean is a technique that has been successfully used by manufacturing firms to reduce cost and improve efficiencies that lead to more satisfied customers and clients

Learn Lean techniques, hands-on *Value Stream Mapping* and implementation to eliminate waste and capture more profits

The full-day Lean Office Training workshop mixes a classroom setting with an interactive live simulation

*Lean can reduce lead time, increase productivity, and improve quality in the office*

### *Who should attend?*

- Office Managers
- Manufacturing Offices
- Finance
- Sales
- Accounting (A/P, A/R, GL)
- Manufacturing Floor Personnel
- Information Technology
- Medical Offices
- Human Resources
- Legal Offices

### *Testimonial:*

*"The Lean Office approach has allowed us to serve our customers better, break down departmental walls, and cross-train so all functions are covered all the time. Deadlines are no longer an issue and our cash flow has improved significantly"*

Lon Searle, CFO, Young Electric Sign Company

**WHEN:** Thursday May 11, 2017  
8:30am – 5:00pm

**WHERE:** University of Nevada  
Cooperative Extension (UNCE)  
8050 Paradise Road  
Las Vegas NV 89123

**COST:** \$299 per person includes training materials, continental breakfast & lunch

Contact: Mary Arbutina (702) 592-4569 [marbutina@nvie.nevada.edu](mailto:marbutina@nvie.nevada.edu)

Register online at: [www.nevadaie.com](http://www.nevadaie.com)

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