



# Lean Office Simulation

Introduce and demonstrate the following lean concepts:

- Standardized Work
- Workplace Organization
- Visual Controls
- Point-of-Use-Storage
- Spaghetti Mapping
- Pull System
- Cellular Design
- Work Balancing
- Teamwork and Cross-training
- Lead Time Reduction
- One-Piece Flow
- Flexible Workforce
- Cycle Time



Work Piling up in your office?

The simulation takes just three hours to complete.

It is ideal for the boardroom or the classroom.

A *hands-on* approach gives participants *experience* in using lean concepts on a real office process.

Our groove is to help you improve, enabling you to do more with less.

## A 3 Hour Simulation Designed for 7 Participants A Hands-On Introduction to Lean Office

The *Lean Office Simulation* **introduces** participants to using *lean concepts* to improve overall information flow in the office.

The simulation provides managers and front-line employees a fundamental understanding of lean's application to day-to-day processing of business-critical information.

A **lean office** is an environment where each office process is *evaluated* and *streamlined*. There are **no wasted steps**. The result is *every step* now delivers *real value* to *internal* and *external* customers.

Another goal of a **lean office** is to eliminate **wasted motion**. *Lean* can **arrange** the *physical placement* of personnel so that each *motion* contributes to the **completion** of their task.

There are *four* rounds in the simulation. Each round demonstrates specific *lean concepts* and lets the participants *experience* the improvements lean concepts can provide:

- Round 1: Traditional Office Processes
- Round 2: Cellular Layout and Elimination of Non-Value-Added Steps
- Round 3: One-Piece Flow with a Pull System and Work Balancing
- Round 4: Cross Training and Flexible Workforce

A *hands-on approach* is used as participants become employees of a fictional company, Widget Works. Widget Works' quotation process must be improved to handle the changing demands of the business.

We have conducted LOS Workshops for:

- CVS Caremark
- Emerson Climate Technology Division
- Great Lakes Synergy
- Medline Industries, Inc
- Roosevelt University
- Takeda Pharmaceuticals
- University of Chicago Medical Center

Contact Willie Carter at 847-919-6127 for more details on the Lean Office Simulation or email [wcarter@quantumassocinc.com](mailto:wcarter@quantumassocinc.com)