

Lean Enterprise produces more with less or equal resources. Lean practices drive continuous improvement by eliminating waste and streamlining process flow throughout the entire enterprise, thus providing the foundation for continued long-term success. You should consider learning more about Lean Enterprise if your firm encounters issues such as:

- Lead times in excess of customer requirements
- Excessive or duplicate paperwork-in-process
- Bottlenecks and delays in paperwork processing.

## PRINCIPLES OF LEAN OFFICE & ADMINISTRATION WORKSHOP

**Reduced cost, improved quality, faster delivery**  
**Learn how to get all three.**

### Benefits

- Reduced Non-Value Activities
- Reduced Costs
- Increased Capacity
- Increased Productivity
- Improved Space Utilization
- Improved Cash Flow
- Reduced WIP Total Inv.
- Reduced Paperwork
- Improved Lead Times
- Improved Quality
- Increased Profits
- Improved Customer Satisfaction

### Description

One-Day Workshop at our workshop venue, or if you request, at your location for groups of 12 to 16 people.

At this workshop you will learn Lean principles and how to apply them in an office environment. During the simulation exercises—as a member of the “ITAC Toy Co.”, you’ll apply Lean concepts, as they apply to the office, such as standardized work, visual controls, batch-size reduction, pull systems, cell design and more. You’ll experience first hand how Lean improves quality, reduces cycle time, improves capacity, reduces space, and increases profits.

### To Learn More

Workshops are given for internal company groups, upon request. Contact ITAC at 212-442-2990 for the latest information.

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