



Lean Office Concepts

Instructor: Bruce Brown, CPA, MBA

Date: Thursday, April 28

Time: 8am-5pm

Location: **Wheatland**

Cost: \$150

Min 10/Max 25

For more information contact:

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How do I make my office more efficient in today's challenging business environment?

This one day class will cover Lean Concepts that will help you to identify and eliminate wastes in your office to reduce costs that will improve your bottom line. You will learn the fundamental approach of key Lean principals. Walk away with methods to map processes to better identify and eliminate waste.

Who Should Attend?

Change agents from any industry with business-process value streams, including processes winding through marketing, sales, order entry, purchasing, human resources, scheduling, accounting, who want to improve their business processes in order to deliver more value to their customers while consuming fewer resources.

Make your office efficient as possible while improving your bottom line!