



# Administrative Lean Principles with Simulation

*learn to apply lean techniques in the office*

Wednesday • January 11, 2006  
Effingham, Illinois

If you've never thought of the front end of your business—your office—as being a prime area for improvement in lead times, cost, and quality, it's time to take a look. It's not uncommon to discover that over 95% of the lead time in your order is found in the office functions such as waiting, inventory, excess paperwork and complex tracking systems.

*“The hands-on simulation really drove home the concepts learned.”*

IMEC's Administrative Lean Principles with Simulation introduces various lean concepts, common wastes within an organization, and

techniques to apply the concepts of lean in a simulated office environment.

The Simulation consists of three rounds of classroom instruction, each followed by a simulation exercise:

### Simulation - Round 1:

Participants process orders and quotes in a simulated office environment as commonly practiced in many manufacturing facilities. Quality and throughput are measured, establishing a baseline by which to assess future improvements.

### Simulation - Round 2:

In the second round, participants begin to apply lean tools including batch size reduction, workplace organization, and visual controls. The focus of this round is to implement easy, quick changes that most companies could tackle in a 30-day period and generate measurable results.

### Simulation - Round 3:

In the final round of the simulation, participants implement more complex lean tools including cellular layout, takt time, management pitch, and pull systems. These lean tools require greater time and/or investment to implement, but can result in substantial reductions in lead time, “information” travel distance, square-foot utilization, work-in-process, and more.

### Administrative Lean Principles with Simulation

Wednesday, January 11

8:00 a.m. – 4:00 p.m.

Effingham Knights of Columbus  
1501 West Fayette Avenue, Effingham

\$350 per participant

#### To register:

- Call 888.806.4632
- Visit [www.imec1.org](http://www.imec1.org) and select Events
- Complete the following form and return via fax to 309.677.3289 - you will be contacted regarding payment

*\*A minimum of 12 participants is required to confirm the event. If registrations do not reach the minimum, an alternate date and location will be selected, or participants will receive a refund.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_

Number to attend: \_\_\_\_\_

*“Lean tools have been well-adapted to office and administrative processes.”*