

# LEAN OFFICE WORKSHOP

## Let TechSolve help you improve your front-end productivity

Administration can represent up to 80% of the cost of doing business. Now is the time to consider how you can apply Lean to your administrative and office functions.

Reducing costs and lead times is a must to get and stay ahead of your competition. TechSolve's Lean Office Workshop focuses on improving productivity in the front-end of your organization while reducing overhead expenses.

From this workshop, you will learn:

- The value of mapping office processes
- How to recognize common threats to Lean efforts in the office
- The importance of applying effective metrics

TechSolve's Lean Office Workshop will help you understand the benefits of a Lean office environment and how different industries have applied Lean to office areas for a competitive advantage:

- Improved customer satisfaction
- Reduced paperwork process time up to 90%
- Reduced work in process up to 90%
- Improved on-time performance up to 90%
- Reduced errors up to 50%

*"This single event will forever change how we do things, and all of us will benefit greatly. This is a great start on our Lean journey and will set the tone for the future."*  
– Tony Smith, Moore Wallace, an RR Donnelley Company

## DATE

July 20, 2010 or

August 17, 2010

8:00 a.m. - 5:00 p.m.

(Registration begins at 7:30 a.m.) Complimentary breakfast and lunch provided!

## LOCATION

TechSolve

6705 Steger Drive

Cincinnati, OH 45237

## REGISTER

[www.techsolve.org/events](http://www.techsolve.org/events)

## COST

Free for TechSolve Members

\$200 for non-members

## ABOUT TECHSOLVE

For over 25 years, TechSolve has worked side-by-side with organizations of all sizes to deliver the results that matter most. TechSolve's process improvement heritage ensures proven, practical insights for larger, more sustainable improvements. TechSolve helps clients identify and implement process changes and growth solutions that yield the best results for today's challenges and