

Join us for our Lean Certificate Program today!

Advanced Professional Skills Lean Office Practitioner

Purdue University Technical Assistance Program (TAP) Manufacturing Assistance Partnership (MEP) can help you prepare to be part of the next generation of Indiana Workforce. Learn the principles and techniques of Advanced Professional Skills and earn your Lean Office Practitioner Certification. Hear from Manufacturing Specialists, working in industry daily, what it is about Lean that makes work rewarding and at the same time profitable and enduring.

Lean Office Practitioner Certificate

- 8 hrs - Principles of Lean Office with simulation
- 8 hrs - Office Value Stream Mapping with simulation
- 8 hrs - 5S The Visual Workplace with simulation
- 8 hrs – Standard Work/ Error Proofing
- 8 hrs - Problem Solving & Culture Change
- 40 hrs- Total



Upon successful completion each attendee receives a Purdue University Advanced Manufacturing Certificate. This certificate is based on the National Institute of Standards and Technology's (NIST) prescribed tools and training methods, a widely accepted national standard in workforce development, and is offered in Indiana only through Purdue University .

If utilizing DWD funds approval must be gained from your local office prior to registering for a workshop. These workshops are listed in the Indiana Department of Workforce Development Database of Education and Training Sources: GO TO <http://www.in.gov/dwd/> On the left side under PARTNERS click **WORKFORCE SERVICES** select 4th choice middle of the page **EDUCATION AND TRAINING CHOICES**. Search the site under **PROGRAM NAME:** Lean Manufacturing/Office Series or **Program ID:** 6488

Rev 6-23-09

Purdue Manufacturing Extension Partnership

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Course Descriptions:

Principles of Lean Office with Live Simulation

This full-day workshop combines classroom-style learning with an interactive “live” simulation -during which class participants become managers and workers within a fictitious company. Workshop participants learn lean definitions and techniques, and apply those techniques to assimilated office, which is ultimately transformed in three “stages”.

Principles of Value Stream Mapping (VSM)

Learn how to create a value map of a current- and future-state process. Understand the total flow of the value stream, see the sources of waste, determine common language about the process, show linkage of information and process, develop an improvement plan, and prioritize activities.

5S System – The Visual Workplace

Experience how the 5S System reduces waste in a simulated production facility. Participants learn the concepts of the 5S System and then apply them to transform a cluttered, disorganized area into a clean, organized and orderly workplace.

Standard Work

Provides you with the information and practice you need to participate in implementing standardization and standard work in your workplace. This workshop presents an approach to implementing standardization and standard work methods designed to eliminate waste from office processes. The methods and goals discussed in this workshop are closely related to the lean office system.

Error Proofing

Using simple, usually low-cost devices, fixtures, and procedures to reduce/eliminate errors. Stops errors before defective parts are created. Frees up the need for human vigilance and memory.

Problem Solving

Sets the framework for problem solving within the organization by discussing the basic steps and methodologies.

Culture Change

Learn the aspects of a lean culture and how to transform into a lean enterprise through interactive exercises and case studies. Excellent introduction/overview for all associates.

Price: For complete five-day certificate program is \$1475. Individual workshops \$295.

To Register: Workshops are being scheduled in your area. For a complete listing go to: www.purdueMEP.com/events. Registration information is available at this site.

For More Information: E-mail MEPworkshops@purdue.edu or call (800) 877-5182 ext. 620.

How We Can Work With You: In addition to our certificate programs, Purdue University’s Manufacturing Extension Partnership offers on-site public workshops and provides implementation and consulting services.

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