

Office Visual Management and Control

Picture this scenario — a well organised workplace, lower stress, less chaos, a semblance of order. It would be nice to be surrounded by this thriving and productive environment. The goal of organising a productive office like this one is attainable and sustainable.

More than sixty years ago Toyota created the 5S system, a method of organising and maintaining a neat and clutter-free manufacturing facility that encouraged productivity. Today, offices world-wide have implemented the philosophies and practices of the Toyota Production System (TPS).

Lean Office principles of 5S may seem mysterious at first, but are quite sensible when focusing on each element individually. After 5S-ing the office and committing to keeping it in place, the organisation will be able to concentrate on the tasks at hand more easily, and productivity will increase.

Office 5S is no different to the process taken in any other facility, the five elements of the 5S process are completed in the same order, the same manner and with the same gusto as in a manufacturing environment. Lean principles are as applicable in a service industry or the administrative environment as they are in Manufacturing; in fact in some cases they are even more important.

Applying lean thinking and lean tools to office processes often makes greater savings in lead time and other issues than could be made on production processes and systems.

Consider most companies order processing; how many times have you observed a six weeks lead-time being taken up with 5 weeks in the office and one week of panicked production? This is far from unusual unfortunately, so applying lean ideas and tools is the way forward.

Just as in production areas, it is often best to have a 5S Program for office areas, the principles and ideas are just the same with the same goals; an organised, safe, clean, efficient and repeatable work flow. Work to prevent the wastes of Muda, Mura and Muri and eliminate those seven wastes within the office.

Who should attend?

Production Managers, Engineers, Operations team members, Site Lean Champions, Team leaders, supervisors.

Course duration: - Workshop 4 to 5Hours.

Maximum number of delegated per session: Eight (8)