

LEAN Administration

PRINCIPLES AND PRACTICES FOR SERVICE ORGANIZATIONS

What is it?

Using our years of experience assisting manufacturing companies become more competitive, Tulsa Technology Center in cooperation with Industrial Solutions, Inc. has developed an effective **LEAN Administration** training package. This is a "hands-on live simulation" style workshop taught by experienced instructors. The course can help anyone working in an administrative environment understand what a "Lean Enterprise" looks like.

What's in it for me?

Organizations that apply the Principles and Practices of **LEAN Administration** can expect 50% to 70% improvement in productivity, capacity, throughput, lead time and quality. You will be amazed at the improvement to your bottom line when you apply the teachings of **LEAN Administration** to your business processes.

How does it work?

The workshop, which is limited to 17 people, is a mixture of lecture and live simulation. Participants will be able to apply what they learn right away in our Real-Time office setting.

Who should attend the training?

Top managers that want to lead a Lean transformation. People at any level that need to understand how to apply the Principles and Practices of **LEAN Administration**.

When is the workshop and where will it be held?

September 11, 2008 – December 11, 2008 – March 5, 2009 – June 4, 2009 at
Tulsa Technology Center's Training Center located at 3638 S. Memorial Drive
(8:00am to 4:30pm).

How much does it cost?

The Cost is \$250 per participant, which includes lunch, the workbook and classroom materials.
Discounts for closed company classes are available upon request.

For questions or closed class scheduling please Contact Russell Parker at 918-828-5421 or
by e-mail russell.parker@tulsatech.org

REGISTRATION FORM **LEAN Administration**, Principles and Practices for Service Organizations

Company _____ Manager's Name _____

Billing Address _____ City _____ State _____ Zip Code _____

Phone _____ FAX _____ Total Registered _____

Method of Payment: Company Check (made payable to Tulsa Technology Center) Company PO # _____

To enroll call (918) 828-5421 or FAX form to (918) 828-5429, attention Dan Riem.

Refund Policy: Full tuition if school cancels class (you will be contacted by phone). If you cancel a refund of monies will be made ONLY IF TTC is notified 5 days prior to the start of class. There will be a \$10 handling fee.

