



## Connecticut Quality Council

### **Course Title: Lean Office**

This workshop is designed to introduce Basic Lean concepts as they are applied in an office setting. It's targeted for individuals new to Lean and/or new to Lean in the office environment. The program provides the history of lean, basic principles and explore applications of Lean tools (process mapping, kaizen, 5S) in the office. We will use an "office" simulation, to illustrate how to identify and eliminate wastes.

Expectations are that an attendee will leave with an understanding of where and how Lean can be used in the office environment, as well as a desire to get back to the office and start implementing. Students will be better prepared to attend kaizens events

**Prerequisites:** None

**Length:** 1 Day

**Hours:** 8:00-4:30

**Next Session:** 5/24/07

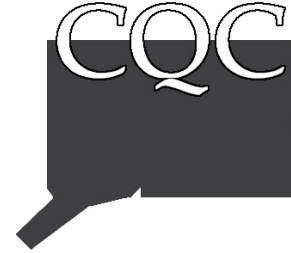
**Course Fee:** CQC members \$455 Non members \$655

**Location:** Rensselaer at Hartford

**Registration:** Please use form on next page



**Connecticut Quality Council**  
**WORKSHOP REGISTRATION FORM**  
*CTQualityCouncil.org*



**Four Easy Ways to Register!**

By mail:

CQC  
275 Windsor St 8<sup>th</sup> Floor  
Hartford, CT 06120

By Fax: (860) 548-7999

By phone: (860) 548-7818

By e-mail: [cqc-info@rh.edu](mailto:cqc-info@rh.edu)

Workshop Title \_\_\_\_\_ Workshop Date \_\_\_\_\_  
Full Name \_\_\_\_\_ Preferred First Name for Badge \_\_\_\_\_  
Title \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Mail Stop \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**PAYMENT INFORMATION:** Workshop Fee \$ \_\_\_\_\_

π Check for the full amount enclosed (made payable to the Connecticut Quality Council)  
[For your accounting purposes, our FIN is 06-0766747]

π Please invoice my company to the attention of: \_\_\_\_\_  
Purchase Order # \_\_\_\_\_

π Please charge my credit card (circle one):      Amex      Visa      MasterCard

ACCOUNT NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (required for credit card and/or Purchase Orders)

**CANCELLATION POLICY:** A refund will be issued for any cancellation received more than 10 business days prior to the start of the program. Substitutions (with valid registration forms) are welcome up through the first day of the course.

Confirmation and directions will be sent upon receipt of this registration. Hotel information is available upon request.

Revised 11/28/06