



NESD SHRM PRESENTS:

Tuesday, March 14, 2017

11:30 AM – 1:00 PM

2nd Street Station, Watertown SD



Streamlining Information Flow with Lean Office

SPEAKER: Kellie L. Ecker, Business Advisor, SD Manufacturing & Technology Solutions

Lean principals apply to **EVERY** industry, **EVERY** business, and **EVERY** process - from hospitals to banks, to non-profit organizations to manufacturing.

Lean is NOT Just for the Manufacturing Floor!

Many organizations – manufacturers and non-manufacturers alike– are discovering that Lean applied to the office can offer even greater improvements to an organization’s bottom line. Lean Office takes Lean manufacturing concepts and helps organizations apply them to the front office environment, focusing on improvements to the sales, administration and front office activities that often cause delays, overruns and excess work for companies. Every business can apply Lean to the office environment and to any type of administrative function to streamline information flow.

This program will show you:

- How simple changes can increase the process flow
- The importance of focusing your activities on how they provide the customer
- How 5S can impact your workspace
- A taste of what on-site Lean Office Training can do for your business

Community Service Event!

Please donate new or used board games for youth in grades 1 - 6, art supplies including water based tempera paint, glue and markers for the Boys & Girls Club! Monetary donations are also welcome!

RSVP by 3/10/17 at the chapter website: *(under the “events & Education Tab”)*

<http://nesd.shrm.org>

FREE for NESD SHRM Plus Members

\$10 for NESD SHRM Basic Members

\$20 for Non-NESD SHRM Members

This program has been submitted to HR Certification Institute for review.

