

Increasing Productivity in Office **Lean Enterprise Series**

Join us for this 2 days seminar in Singapore.

Tea breaks and lunch included.

TF-IE-403E-1 WSQ APPLY LEAN MANUFACTURING CONCEPTS

Lean initiatives have revolutionised the productivity of the manufacturing process. Now, there is a need to extend the application of lean initiatives throughout the entire organisation – non-production areas are now untapped potential for productivity management and improvements. Given the importance of improving office efficiency, this workshop offers a step-by-step approach to applying lean initiatives to the administrative and office environment.

Objectives

You will learn how to:

- Lean Office Plan: simplify fundamental Lean concepts of demand, flow and levelling in the administrative areas with the goal of creating common understanding of these principles
- Value Stream Management: to demonstrate the overall Lean process allowing you to accelerate, coordinate and, most importantly, sustain improvement efforts and ensure that everyone in the operation is on the same page
- To apply Lean process to administrative work and demonstrate changes resulting in higher efficiency at work.
- Standardise Lean office improvements with structured and proven results

Who Should Attend

- General Managers, Factory and Production Managers
- Industrial Engineering and Work Study Team
- Production Planners
- Manufacturing Departments In-Charge
- Merchandisers, Quality Assurance Auditors/Inspectors
- Department heads for both manufacturing and office administration

Course Date

Date	9 and 10 Feb
Time	9am - 6pm
Venue	Tiong Bahru Central Plaza

Course Fee

Actual Fees	S\$ 1188.00
70% Funding**	S\$ 831.60
Fees Payable	S\$ 356.40

**The 70% Funding is only applicable to all Singaporeans and Singapore Permanent Residents (PRs).

Entry Requirement

Possess at least 3 GCE "O" level passes including English and Mathematics or ES WSQ Workplace Literacy and Numeracy (WPLN) level 5 and above.

Graduation Requirements

Participant will be awarded the WSQ Statement of Attainment (SOA) provided he/she meets the following requirements:

- 75% attendance rate
- Assessed to be competent in given competency standard

Certificate Issuance

Upon successful completion of the course, trainee will be awarded the WSQ Statement of Attainment (SOA). WSQ Certification is nationally endorsed and recognised by industry partners.

FIND OUT MORE

For more information, contact: T: (65) 3157 6019 | Email: amanda@taffc.org | www.taffc.org



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