



Lean Office Training

Thursday, August 19

Register online at www.atnlean.com

\$495 per person

Why Sign up for Lean Office Training?

So you or members of your office staff can learn how to apply lean tools to improve the efficiency of your office environment. A lean business environment must encompass all aspects of your business processes and your administrative functions are a vital aspect of your business operations. Administrative functions should be efficient --free of waste and non-value-added activities as part of your company's lean process.

How does Lean Office Training Work?

Your office staff members attending Lean Office Training will gain hands-on experience through a live simulation in a traditional office environment. They will apply these principles to the office environment using typical simulated office equipment, supplies, forms, and procedures.

The Final Result for Your Company?

By day's end, your office staff members will have a practical understanding of how "Lean" continuous improvement techniques can be applied to the office to eliminate waste, gain more capacity from existing operations, and enhance your company's ability to compete.

**NOT CURRENTLY USING
LEAN METHODOLOGIES IN
YOUR OPERATIONS?**

Make your office operate more efficiently through our Lean Office Workshop!

Lean Office Benefits:

- Reduce costs
- Reduce paperwork and processing time
- Increase productivity
- Increase profits
- Reduce Work-in-process (WIP)
- Reduce inventory
- Increase capacity
- Improve quality
- Reduce floor space
- Improve on-time performance

Lean Office Registration

Name: _____

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

E-mail address for confirmation & receipt: _____

(Complete one form per person. Copy form as needed).

CREDIT CARD PAYMENTS:

Processed over the phone
Call 256-824-2792

MAKE CHECKS PAYABLE TO:

Alabama Technology Network

MAIL TO:

ATN-UAH
Room 129
Shelby Research Center
Huntsville, AL 35899

register online at www.atnlean.com/training-list or fax form(s) to 256-824-6970

Lean Office Simulation



Have more than 6 people to train or want a private session?

Call 256-824-2792 and ask about our in-house workshops!

*Flip over for more
ATN-UAH training*



Alabama Technology Network

The University of Alabama in Huntsville

ATN-UAH specializes in Lean Enterprise, Quality Systems, Six Sigma and Practical Energy Services



All classes are located at UAHuntsville training facilities



ATN PROVIDES EXPERTS TO MAKE IT HAPPEN

-At a reasonable cost to your business-

ATN-UAH links you, a local business, with technological resources from our network of universities, colleges, businesses, and government to deliver the help you need to be more efficient, more productive, and more competitive.

We meet with you and your team and assess the needs of your business using proven methods that have helped hundreds of companies, provide you with a proposed customized solution, implement the training/service, then follow up to ensure financial impacts were created as a result of the assistance.

2010 Upcoming Training Classes

DATE	CLASS	DAYS	TIME
Aug 10-12	AS-9100 Internal Auditor Training	3 day course (T-TR)	9am-5pm
Aug 19	Lean Office 101	1 day course (TR)	9am-5pm
Aug 23-27	Lean Enterprise Certificate Series	5 day course (M-F)	9am-5pm
Sept 14-16	ISO-13485 Internal Auditor Training	3 day course (T-TR)	9am-5pm
Oct 12-14	TS-16949 Internal Auditor Training	3 day course (T-TR)	9am-5pm
Nov 08-12	Lean Enterprise Certificate Series	5 day course (M-F)	9am-5pm
Nov 16-18	NQA-1 Internal Auditor Training	3 day course (T-TR)	9am-5pm
Dec 07-08	Quality Engineer Training "The Basics"	2 five hour days (TW)	8am-1pm
Dec 14	Auditing the Core Tools for TS-16949	4 hour course (F)	8am-12 noon

Visit us at www.atnlean.com for pricing & detailed course descriptions