

When: Monday 17th March 2008  
Venue: Birmingham Chamber of Commerce  
Duration: 3 Hours  
Max Places: 50

feel as though you are  
continually fighting a crisis?



discover how to achieve efficiency  
& excellence with lean office

## *The Lean Office*

### **Synopsis**

Lean Office brings virtual tranquillity to working life AND makes your organisation ultra efficient.

Sounds almost too good to be true doesn't it.

### **Benefits of a Lean Office** (more at seminar)

- Handle interrupted or changeable input of work
- Identify redundant office activities
- Never Miss a Deadline & Always cope with demand
- Avoid Errors and operational delays -reduce complaints

### **Lean Office**

The Lean office hits deadlines, has no delays, always finds information, has efficient work flow, staff are happy and motivated plus much more.

### **What is Lean?**

The term "Lean" comes from the ability to achieve more with less; less resource, less time, less money but there are many overall business benefits too.

13:30

### **Arrival**

Refreshments & Networking

14:00

### **Welcome**

Introduction

14:10

### **What Is Lean**

Origins, The Basics, What it Does

14:20

### **Lean in the Office**

Typical Office Environment  
Common Objections  
Challenges  
How Lean Fixes Them  
Benefits

14:45

### **HR Perspective on Lean Office**

Staff Implications  
Dealing With Change  
Environment  
Morale

## What You will Learn

- Discover the benefits & savings of a Lean Office.
- Practical strategy for your organisation to adopt & implement Lean Office
- The Pitfalls and how to avoid them

Plus the opportunity to discuss direct issues facing your organisation directly with Bryan Woods.

## Speakers

**Bryan Woods** - Lean Office Managing Consultant  
**Melanie Smart** - Business Perspective & Benefits  
**Nicola Turner** - HR Lean Office People

## Who Should Attend

Management, marketing, sales, purchasing and back office staff

**When:** Monday 17th March 2008

**Venue:** Birmingham Chamber of Commerce

14:55 **Comfort Break**

15:15 **How to Implement Lean Office**

The Five Step Plan  
 Ensuring a System Level Approach People

15:35 **Potential Savings**

Financial as well as People benefits

15:45 **Moving Forwards**

What Next

15:55 **Closing Remarks**

Summary, Questions & Answers

16:30 **Seminar Close**

Duration: 3 Hours

Cost: £59 GBP +VAT

Max Places: 50 (*booking form below*)

## Your Booking Form

**A**

Surname (Mr/Mrs/Ms) \_\_\_\_\_ Address \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_ Postcode \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Seminar Date of Preference \_\_\_\_\_

(see website or events card for next date.)

Number to Attend:  Chamber Members £245 + VAT

Non Members £295 + VAT

**Total: £** \_\_\_\_\_

PLEASE COMPLETE IN FULL AND SIGN BELOW IN ORDER TO VALIDATE YOUR DETAILS

*(If paying by cheque please skip to section C)*

**B**

## CREDIT / DEBIT CARD

Enter your name and billing address  
 (as it appears on your card)

First Name

Surname

Address

Postcode

Please charge £

ORDER CONFIRMATION: sign \_\_\_\_\_

I authorise Adurasys Ltd. to debit my card for the amount stated above.



Card Number

Start Date /  Expiry Date

CVV2 No  (the last 3 digits on the signature strip of your card)

Bank Name (Issuer of card)

**C**

## CHEQUE

Please make all cheques payable to "Adurasys Ltd." ensuring the form and cheque is signed and dated.

I have enclosed a cheque for £