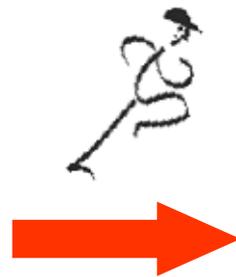


# Lean Office

*“Your first step towards  
business excellence”*

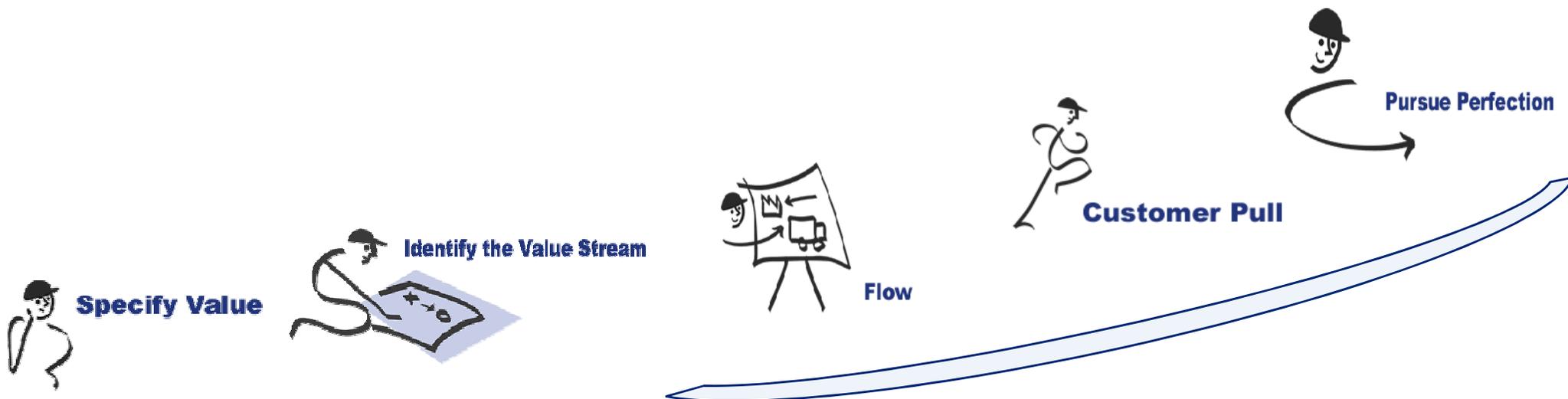


# Familiar Problems

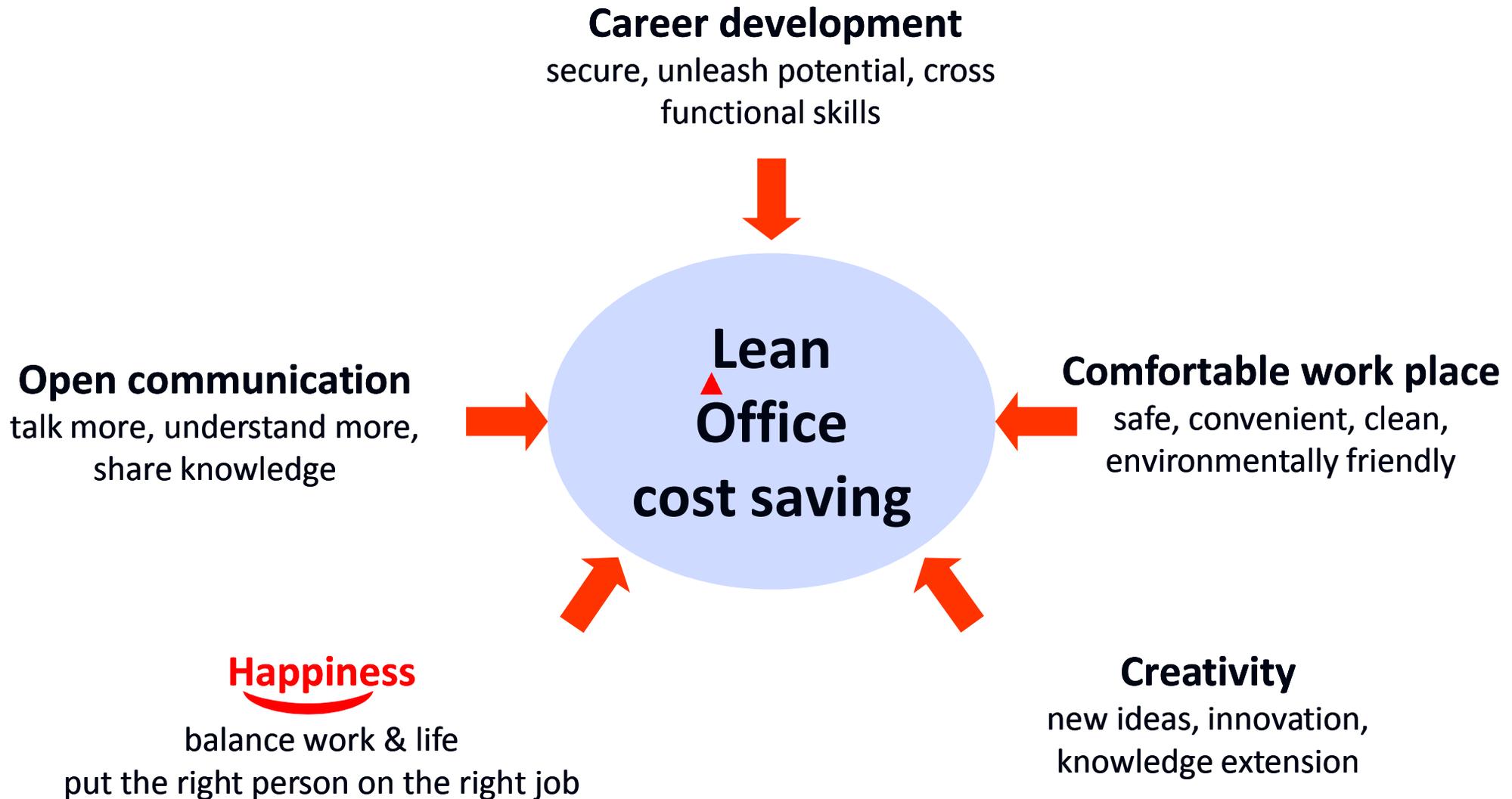
- No appropriate monitoring of database accuracy and security
- Never enough space for filing
- Cannot find documents / information or waste time finding them
- Health problems among office personnel and high absenteeism
- High IT investment but little software training leading to a lot of manual transactions

# Lean is a **smile** tool

- Lean focuses on **eliminating waste** in all processes
- Lean is about **expanding capacity** by reducing costs and **shortening cycle times**
- Lean is about understanding what **value is added to customers**
- Lean is about **empowering people** at every level in the organization



# Benefits of Lean Office

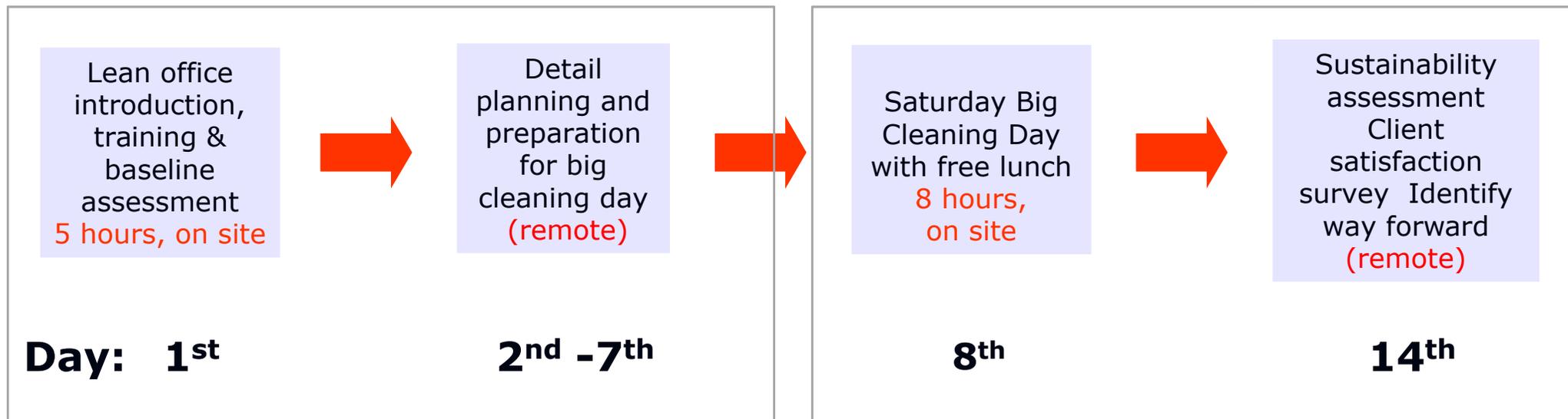


## Your Lean Office within 2 weeks

Under the supervision of Total Productivity Management and Human Resources Development experts who will help you increase your team efficiency and enhance working environment.

### Assessment

### Change



Order



**Lean Office** model is adapted from Toyota's "lean manufacturing principles" and H.M. the King of Thailand's "sufficiency economy" principles

**Visual – Data – Tracking – People**

Cash

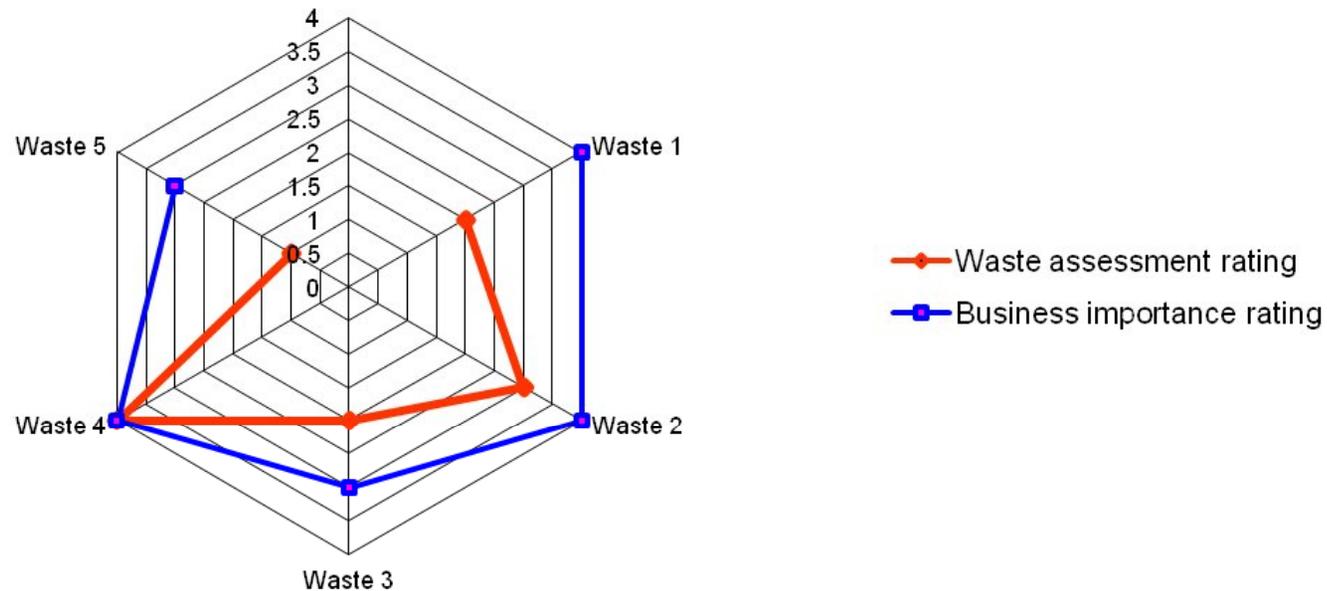


# Tools to Learn & Do

- Visual control & 5S
- Kaizen
- Value streams
- Pull
- Just in Time (JIT)
- Standardize
- Mistake proofing
- Theory of Constraints (TOC)
- Ergonomics



# Assessment led by Lean & HRD Experts



Business importance rating for those areas (by customer)

- 4: Very high
- 3: High
- 2: Average
- 1: Low
- X: Not relevant

Rating score to typical main areas of waste (led by us & photo documented)

- 4: High > over 90%
- 3: Emerging > 80-90%
- 2: Base > 50-80%
- 1: Under > below 50%
- X: Not applicable

# Lean Office gives you

- 1. Onsite Assessment** & Quick Report
- 2. Training and Workshop** for sustainable good environment
- 3. Big Cleaning Day** activity with free lunch and beverage
- 4. Report** with summary and recommendation

The expected results after the change of working environment

- Optimize your work process
- Reduce amount of document and waste
- Reduce approval waiting time or locate fast information
- Reduce the over use of resource
- Reduce expenses and overall cost
- Reduce chance of getting ill due to unhealthy working environment
- + Increase working speed
- + Enhance your database accuracy and security
- + Increase business efficiency and profitability
- + Enhance happiness and fun at work
- + Enhance work & life balance



# Investment

**Lean Office Solution** comprises 2 packages which are Assessment and Change. You may choose to do only **Assessment** and let your well trained team on Lean to operate or you may let our team ensure the successful **Change**. You can choose up to your budget.

## Assessment

Working environment & workflow Assessment

Training & workshop about Lean

Gap Analysis & Quick Report

Day 1 – 7

15,000 Baht

## Change

Big Cleaning Day (Kaizen Blitz)

Office & Visual Change

Full Report and Recommendation

Post-change follow up

Day 8 – 14

25,000 Baht

*Flexible packages, up to your needs*

# Investment

## Special offer until May 31

Start from average only **143 Baht/Day/person\***

*inclusive of lunch and beverage on your Big Cleaning Day*

*\*Total package price 40,000 Baht*

*for 2 weeks operation support (2 days on site)*

*for office up to 20 persons, depending on job complexity,*

*The rate above is for implementation in Bangkok and vicinity area.*

Your “first step”  contact our Training Solution Department

**Hotlines: 02 730 5589 , 089 129 8989, 080 447 8902**

**Email: [info@upperknowledge.com](mailto:info@upperknowledge.com) , [info@mobilehumanzone.com](mailto:info@mobilehumanzone.com)**

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- Increase sales, product and service quality
- Contribute effectively to society



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- Improve open communication