



Office 5S &

Visual Management

*Offered by the Manufacturers Alliance as part of its Lean Office Mini Series. *Each workshop can be taken independently or sign up for all three and save.*

Customers, employees and suppliers can tell a well-run office without a narrated tour. The visual clues are everywhere. This workshop is a straightforward approach that impacts your customer and employee image, productivity and sales.

Visual Management & 5S Techniques

The many facets of visual management and 5S can allow employees to show pride and organization in their area, give them performance feedback, provide incentive to hit their goals, illustrate what is expected of them and recognize a job well done. Best of all, they help your office operations run smoothly and make them much easier to manage.

These techniques include:

- ◆ Visual Display boards
- ◆ Visual Control boards
- ◆ Office layout
- ◆ Visual performance measurements
- ◆ Standard Work
- ◆ Color-coding time save
- ◆ Pictorial procedures
- ◆ 5S organizing & housekeeping

All attendees participate in interactive team exercises that demonstrate, in a practical manner, the application of these improvement principles and techniques. This workshop will clearly demonstrate the benefits of Office 5S and demonstrate the difference between a traditional management approach and one that manages and communicates with effective visual techniques.

Tuesday, October 19, 2010

8:30 a.m. – 4:30 p.m.

Fee:	MA Members	Non-MA Members
<i>Each class</i>	\$299 per person	\$399 per person
<i>*All three classes</i>	\$850 per person	\$1147 per person

***In order to receive this discount, you must register for all workshops at the same time.**

Receive a 10% discount if you register 10 days prior to the event.

Location: **Wooddale Church – Room 283** *Enter at door # One only.*
6630 Shady Oak Rd.
Eden Prairie, MN 55344
(For directions and map go to www.mfrall.com)

Reservations: For instant confirmation, reserve on-line at www.mfrall.com, click on **Training & Education** then **Workshops** by October 15, 2010. **Your satisfaction is guaranteed.**

Cancellation Policy: **No refunds** for cancellations after 5:00 p.m. October 15, 2010, or for no-shows at workshop. *(Substitutions accepted)*

Pre-registration required!

About the Instructor:

Gina Pesano has worked 5 years as a Continuous Improvement Facilitator for The Toro Company, focusing on driving the application of lean and continuous improvement in office and business processes. She coaches and facilitates lean teams while leading training sessions on lean office, standard work, and kaizen facilitation.

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