



An Office

Efficiency

Simulation

Where you work

What you want

How to get started

A wake up call ...

... towards Lean Office



[www.lean4u.net/simulation](http://www.lean4u.net/simulation)

# The impact of a (poor) administrative process design

## Workshop

### The Program

Who it is for .....	- 2 -
What it is about .....	- 2 -
Program Overview.....	- 2 -
What is unique about this workshop .....	- 3 -
About BeLiveLean and Lean4U .....	- 4 -
Contact Us .....	- 5 -
Join our community in LinkedIn! .....	- 6 -

## Who it is for

Individuals and organizations seeking a foundational understanding of Digital Transformation, employees and managers responsible for designing, reengineering or improving process, consultants guiding their clients through process improvement initiatives, process stakeholders.

## What it is about

*Explore some of the challenges of digital transformation from a Lean Office perspective.*

“Process and digitization” is certainly a theme that is directly related to the application of Lean principles, and in what is nowadays the race to digitization.

While it is true that the advent of new digital technologies offers enormous opportunities and levers to make yet another change in performance, companies that simply introduce new technology devices and systems, without considering the value chain comprehensively, are at risk to fail. **In this workshop we will see why.**

In this workshop facilitated through either in presence or an online collaborative platform, 6 participants will reproduce the administrative process of a request for quote where a significant waste of transport and movements will be evidenced. This **simulation** refers to a traditional business context in which the company's management team of a (fictive) company believe that taking digital the quote request process as it stands today will make them more competitive in the face of current market expectations.

## Program Overview

- **Introduction**

A “BEFORE” and an “AFTER”: We will re-create the administrative request for quote process at Falber srl, and then re-design with the objective of taking it digital. Lean tools applied in an office environment will be used.

- **Learning Objectives**

*Learning by doing*

The goal is to integrate Lean process improvement tools into an office environment.

The key points of this workshop are the following:

- Simultaneously (collaboratively) reproduce the different steps of the process,
- Apply measurement and process visualization tools,
- Systematically apprehend as many process improvements as possible.

- **Content**

In this workshop, the following topics will be covered:

- ✓ Welcome
- ✓ What the workshop consists of
- ✓ Introductions of the presenters and participants
- ✓ Ice Breaker
- ✓ Lean Office – basics overview
- ✓ Role play “let’s go for it!”
- ✓ Conclusion

- **Duration**

This workshop lasts approximately 2 and a half hours. An online collaboration platform will be used to recreate a virtual office environment.

- **Number of participants**

Our goal is to facilitate a quality workshop in terms of active participation and learning, as well as to dedicate our full attention to each of the participants. This is why we limit this online workshop to 6 participants. Each of these 6 participants will play a different role in the request for quote process.

## What is unique about this workshop

Tools, focus and active collaboration in an online environment:

- ✓ The tools used in this workshop contribute to facilitating the creation and communication process.
- ✓ The focus of this workshop is the active participation of each participant through the specific case of an office process
- ✓ The use of innovative technology helps to bring all participants together in a collaborative effort towards the same goal.

## And finally... iA present!

For participating in this workshop and as a token of appreciation from us, each participant will receive our eBook "Processes & Digitization" at no cost (worth € 17 in our [shop online](#)).

## About BeLiveLean and Lean4U

- **Who we are**

Both in Spanish and English, all webinars and written material under the form of ebooks are co-created by María Albertina Fontana, founder of BeLiveLean and Florence Meunier, founder of Lean4U.



**María Albertina** is an industrial engineer and a professional Ontological Coach. She has 20+ years of experience in training, facilitation and implementation of processes and improvements in companies of various categories and sizes.

She is passionate about Lean Philosophy, and an expert in leading multicultural and multifunctional teams. She is the founder of her own consultancy [BeLiveLean](#).



**Florence** is an industrial chemical engineer with 26+ years of experience in different multinationals, sectors and roles in EMEA. She is a Senior Consultant, a Business and Sport Coach.

She is passionate about Digital Transformation, Lean Office, Management and Strategy, and the author of several eBooks and articles. She is the founder of her own consultancy [Lean4U.net](#).

- **What we do**

Proposing Lean Office and Leadership-oriented communication training programs, we act as a catalyst to help you accelerating your professional skills and abilities to face the future of work.

## Contact Us

Do you need any help and/or guidance in your continuous improvement journey? Don't hesitate to contact us at:



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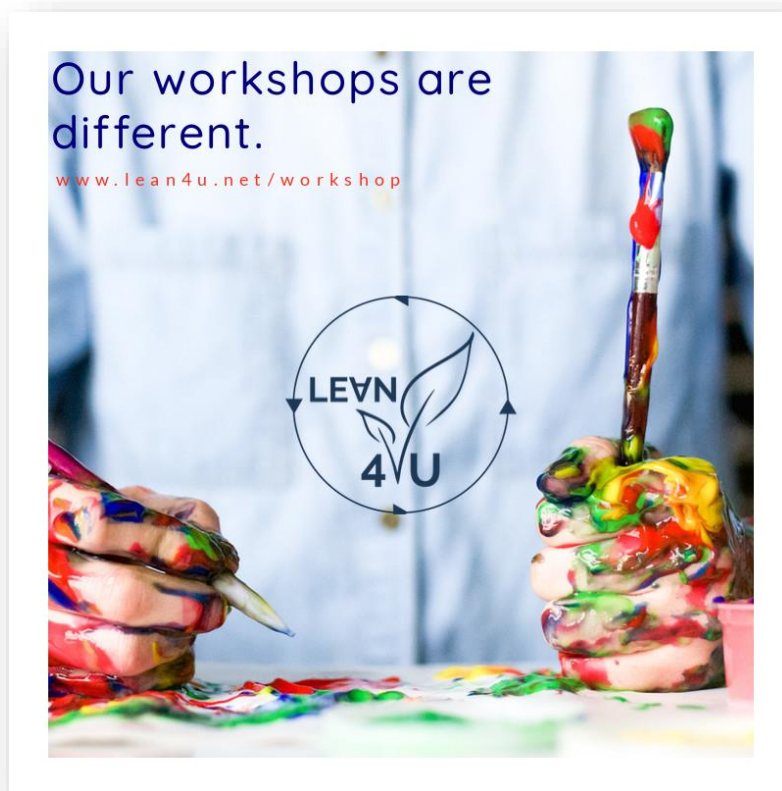
## Join our community in LinkedIn!

*Catalysing the skills of the future*

We act as a catalyser to help you accelerating your professional skills and abilities to face the future of work.

You can find our group here: <https://www.linkedin.com/groups/13556309/>

This group aims at creating a community dedicated to professional soft skills through experience and material sharing with the ultimate goal of keeping up with business disruption.



# See you soon!

