Lean Office and Administrative Process Improvement Training Course



21 - 25 Dec 2026

Barcelona

5900 € (Per Person)

Ref: #PRO7212_121131

Course Introduction / Overview:

This course provides a comprehensive framework for applying Lean principles to administrative and office environments to enhance operational efficiency and drive continuous improvement. Moving beyond the traditional manufacturing-centric view of Lean, this program focuses specifically on the unique challenges of service-based and transactional processes. Participants will learn to identify and eliminate the eight forms of waste (Muda) that hinder productivity, slow down response times, and increase operational costs in an office setting. Drawing on the foundational concepts articulated by pioneers like James Womack in works such as "Lean Thinking," this course translates core Lean methodologies into practical tools for workflow optimization. BIG BEN Training Center has designed this curriculum to empower professionals to see their administrative workflows through a new lens, focusing on value creation from the customer's perspective. The training delves into Value Stream Mapping for service processes, implementing 5S for workplace organization, and leveraging Kaizen for incremental enhancements, ensuring that improvements are not only implemented but also sustained over the long term, fostering a robust culture of excellence.

Target Audience / This training course is suitable for:

- Office Managers and Administrative Supervisors.
- Process Improvement Specialists and Analysts.
- Operations Managers and Team Leaders.
- Project Managers involved in organizational change.
- Human Resources and Finance Professionals.
- Customer Service and Support Staff.
- Any professional seeking to improve office productivity and efficiency.
- Department Heads and Executive Assistants.

Target Sectors and Industries:

- Banking and Financial Services.
- Healthcare and Hospital Administration.
- Insurance and Legal Services.
- Information Technology and Software Development.
- Telecommunications and Customer Support Centers.
- Government Agencies and Public Sector Organizations.
- Education and Academic Institutions.
- Logistics and Supply Chain Management.
- Consulting and Professional Services.

Target Organizations Departments:

- Administration and General Services.
- Finance and Accounting.
- Human Resources and Payroll.
- Customer Service and Client Relations.
- Information Technology (IT) Support and Operations.
- Procurement and Purchasing.
- Sales and Marketing Support.
- Operations and Logistics.
- Quality Assurance and Compliance.

Course Offerings:

By the end of this course, the participants will have able to:

- Identify the eight wastes specifically within an administrative or office context.
- Apply Value Stream Mapping (VSM) to analyze and improve service and information flows.
- Implement the 5S methodology to organize physical and digital workspaces for maximum efficiency.
- Lead and participate in Kaizen events to drive rapid, focused improvements.
- Develop standard work procedures for key administrative tasks to ensure consistency and quality.
- Utilize visual management tools to make processes transparent and monitor performance.
- Apply A3 problem-solving techniques to address root causes of office inefficiencies.
- Champion a culture of continuous improvement within their teams and departments.
- Measure the impact of Lean initiatives using relevant Key Performance Indicators (KPIs).

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and directly applicable to the participant's work environment. This course moves beyond theoretical lectures by immersing attendees in a dynamic learning process. A significant portion of the training is dedicated to hands-on workshops, group exercises, and process simulations that replicate real-world office challenges. Participants will work in teams to conduct Value Stream Mapping on a sample administrative process, identify waste, and brainstorm practical solutions. Case studies from diverse service industries such as finance, healthcare, and public administration will be analyzed to provide context and demonstrate successful Lean implementation. The facilitator will encourage active discussion, peer-to-peer learning, and the sharing of experiences. Participants will practice using tools like A3 reports and visual management boards, receiving immediate feedback. This blended approach ensures that attendees not only understand the concepts of Lean office management but also gain the confidence and skills to apply them effectively upon returning to their workplace.

Course Agenda (Course Units):

Unit One: Foundations of Lean in the Administrative Environment

- Introduction to Lean thinking and its origins.
- The five core principles of Lean management.
- Differentiating between Lean in manufacturing and Lean in the office.
- Defining value from the customer's perspective in a service context.
- Understanding the role of leadership in a Lean transformation.
- The connection between Lean, quality, and employee engagement.
- Key terminology and concepts of Lean for office processes.

Unit Two: Identifying and Eliminating Waste in Administrative Processes

- Defining the eight wastes (TIMWOODS) in an office setting.
- Practical exercises for identifying waste in daily tasks.
- Introduction to Value Stream Mapping (VSM) for administrative workflows.
- Creating a current state map for a service process.
- Analyzing the current state map to identify bottlenecks and non-value-added steps.
- Conducting a Gemba walk in an office environment.
- Techniques for quantifying the impact of waste on performance.

Unit Three: Core Lean Tools for Office and Service Environments

- The 5S system for physical and digital workplace organization.
- Visual management and the use of performance boards.
- Poka-Yoke (error-proofing) for administrative tasks.
- Developing and implementing standard work for consistency.
- Introduction to Kaizen and continuous improvement events.
- The A3 problem-solving methodology and report structure.
- Introduction to pull systems and flow in information-based work.

Unit Four: Implementing Lean Projects and Visual Management

- Selecting and prioritizing Lean improvement projects.
- Creating a project charter for a Lean initiative.
- An overview of the DMAIC (Define, Measure, Analyze, Improve, Control) framework.
- Developing Key Performance Indicators (KPIs) for office processes.
- Strategies for effective change management in a Lean implementation.
- Communicating the benefits of Lean-to stakeholders and teams.
- Running effective team huddles and performance meetings.

Unit Five: Sustaining a Culture of Continuous Improvement

- The leader's role in sustaining Lean momentum.
- Techniques for empowering employees to drive improvement.
- Building a long-term continuous improvement roadmap.
- Integrating Lean principles with organizational strategy.
- Auditing Lean improvements to prevent backsliding.
- Celebrating successes and recognizing contributions.
- The future of the Lean office and digital transformation.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How might the principles of a 'pull system,' traditionally used in manufacturing to manage inventory, be radically re-imagined to manage the flow of digital information and tasks in a modern service-based organization?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by its dedicated focus on the administrative and service sectors, deliberately moving away from the manufacturing-centric examples that dominate many Lean training programs. Its core strength lies in translating abstract Lean principles into tangible, relatable scenarios for office professionals, addressing the unique challenges of managing information flow, transactional processes, and intangible work products. The curriculum places a significant emphasis on the human element of change, dedicating substantial time to change management strategies, employee empowerment, and leadership behaviors essential for fostering a sustainable Lean culture, which is often the most critical factor for success. Rather than just presenting a toolkit, the course builds a holistic understanding, starting from identifying value and waste, progressing through practical tool application via simulations, and culminating in strategies for long-term cultural integration. This comprehensive A-to-Z approach ensures participants leave not just with knowledge of Lean tools, but with a complete roadmap for initiating, managing, and sustaining process improvement within their specific office environment.