



RZESZOW UNIVERSITY
OF TECHNOLOGY



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Tablet course

Lean in office and knowledge work

Introduction

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„Innovative Learning Approaches for Implementation of Lean Thinking to Enhance Office and Knowledge Work Productivity”

ILA-LEAN Project No 2016-1-PL01-KA203-026293

2016-2018

2018





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Project Title

Innovative Learning Approaches for Implementation of Lean Thinking to Enhance Office and Knowledge Work Productivity

Project Number: 2016-1-PL01-KA203-026293

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The project outputs

- 1 Tablet course**
on Lean in Office and Knowledge work
- 2 A set of games**
on Lean in Office and Knowledge work
- 3 Teachers / Trainers manuals**
How to carry out the games?

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The authors of the tablet course



The tablet course was developed by the Partners of the Project.



Universidade do Minho





The goal of the course

The main goal of the course is to increase participants' competences concerning performance improvement in office and knowledge work by learning:

- how to use the lean concept and tools to identify wastes in office and knowledge work,
- how to use lean the concept and tools to identify possibilities to wastes elimination,
- how to use the lean concept and tools to eliminate wastes.

The course will present the lean concept and its background as well as lean tools which can be applied in office and knowledge work.

The lean concept application will be presented by the description of case studies concerning office and knowledge work.



The target audience of the course

The target group of the course involve:

- People who work in an office and perform simple office work and for people who perform knowledge work in any kind of organizations,
- Teachers and trainers who can find inspirations for transferring the knowledge about the lean concept implementation in office and knowledge work,
- Students, who will work in office and knowledge work in the future

Target
group

- Students
- Teachers
- Workers
- Trainers

The person who will attend the course doesn't need to have any initial knowledge concerning the lean concept.



Content of the course



Introduction

1. Introduction to lean concept
 - 1.1. What is „lean”
 - 1.2. History of lean concept development
 - 1.3. Why do we need to learn „lean”?
 - 1.4. Lean Principles
2. Office and knowledge work
 - 2.1 Office and knowledge work definitions
 - 2.1.1 Office and knowledge work continuum
 - 2.1.2 Office and knowledge work productivity dimensions
 - 2.2 Wastes in office and knowledge work





Content of the course





- 3. Lean tools implementation in office and knowledge work
 - 3.1. Review of lean practices, methods and tools used in office and knowledge work
 - 3.2. 5S method
 - 3.3. Process mapping in office and knowledge work
 - 3.4. A3 Report implementation in knowledge work
- 4. Use of Lean Concepts in Innovation
- Conclusion






Moving around within the course






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Navigation



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Go to the contents of the course

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Go to the test



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Navigation



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