

# Is your office Lean?



Running a Lean office makes good sense for your customers, your staff and your bottom line.

Reducing or eliminating wasteful practices will make your business more effective and efficient, leading to a speedier and more efficient customer journey, and a productive and valued workforce.

Cidori's **Business Improvement Techniques (BIT) Lean Office apprenticeship levy** delivery programmes are transforming offices up and down the country. Yours could be next.

# What do we offer?

Cidori runs a number of **Business Improvement Techniques (BIT) Lean Office apprenticeship levy** delivery programmes.

From principles and concepts through to practical implementation, we show how waste can be dramatically reduced, how customer and employee satisfaction can be significantly improved and how, via quantitative evaluation, you can enjoy genuine bottom-line improvements in quality, cost and delivery.

- reduced paperwork
- improved work-flow
- improved productivity
- better teamwork
- reduced staff stress
- reduced overall operating costs

Some of the BIT Lean Office programmes we've already delivered include:

- efficient sickness reporting
- client billing standardisation
- streamlining admin processes
- leaner recruitment processes
- improved pan-organisational information flow
- integration of multiple IT Processes
- developing standard operating procedures

For more information, please contact:

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