

# Train your administration team in Lean Office techniques



## MSA41108 Certificate IV in Competitive Manufacturing (Lean Office and Administration)



Ideal for office and support teams in a manufacturing environment, participants will receive a Certificate IV in Competitive Manufacturing—Lean Office and Administration on completion of this program.

You will undertake a series of workplace projects where you will be responsible for the implementation of “lean” concepts specific to your role.

These projects will help improve the efficiency and effectiveness of your team and the office and administration processes used in your company.

Suggested Units of Competency (In-house programs can be customised to suit your needs)

- MSACMT261A Interpret product costs (lean wastes)
- MSACMT661A Determine and establish information collection requirements and processes
- MSACMT280A Apply 5S
- MSACMT440A Lead 5S
- MSACMS401A Ensure process improvements are sustained
- MSACMC410A Lead change in a manufacturing environment
- MSACMC413A Lead team culture improvement
- MSAPMSUP390A Use structured problem solving tools
- MSACMT662A Develop a documentation control strategy for a manufacturing enterprise
- MSAPMSUP390A Use structured problem solving tools

Training incentives of \$4,000 may be available to employers for each eligible staff member.