

A Lean Office? – the challenge to drive efficiencies by doing things differently

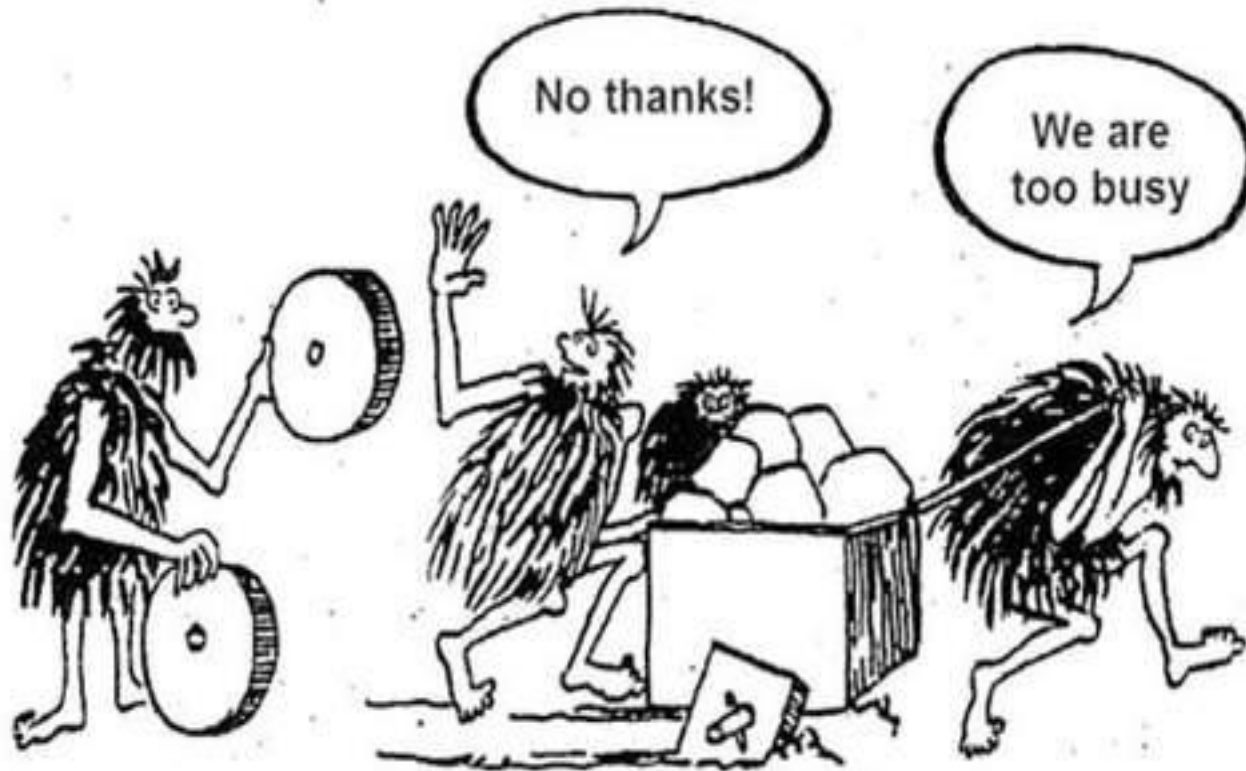
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Key Messages

- SBM can maximise efficiencies in effective management of resources
- Examine the 'Lean' management tool and Covey's Quadrant to challenge current processes and practise
- Worked examples to explore efficiencies

Finding the time.....



Covey Quadrant Urgent v's Important

Urgent & Important Scheduled meetings Crisis Implementing new ways of working Deadline driven projects	Not Urgent, important Planning Preparation Evaluation and monitoring Prevention Empowerment Relationship building
Urgent, not Important Interruptions Some phone calls Some emails and mail Pressing matters	Not Urgent, not important Admin Busy work Junk mail Timewasters

Key Concept of being Lean

Your core purpose;

“To maximise the proportion of the school’s resources (people, money, materials, equipment) that are devoted to the school’s core purpose; helping children to learn”

Activities that *directly* contribute to achieving the ‘Purpose’

Anything that does not *add value = waste*



8 Waste Principles

Waste Type	Examples
Transportation	Moving things around
Inventory	Work sitting in piles or queues
Motion	Staff making unnecessary movements in the course of their role
Waiting	People waiting for things to happen
Over Production	Producing too much or sooner than needed
Over Processing	Doing something that does not directly add value, or to a higher standard than needed
Defects	Producing items that are not fit for purpose, or have mistakes
Skills	Not utilising, or applying the right skills of your staff to potential

Examples in own school

Waste Type	Examples
Transportation	Whole school e-mail, only needs to go to one person, school trip when could be brought in house.
Inventory	Cheques sitting waiting to be signed, resources stacked up in classrooms not being used & more ordered, paper copies instead of electronic versions
Motion	Messages for the classroom, office design
Waiting	Trip approval process or order process
Over Production	Printed notes for meetings, and then data changes
Over Processing	Gold standard rather than good enough!
Defects	Mistakes!!! Spelling, calculations etc.
Skills	A member of staff has Accountancy qualification, but does not do the finances

Working example

- Review the trip scenario in pairs, does this reflect your process, do you have more or less steps?
- Using the process map, list the steps in your current order process, compare in pairs, do they have more or less steps?

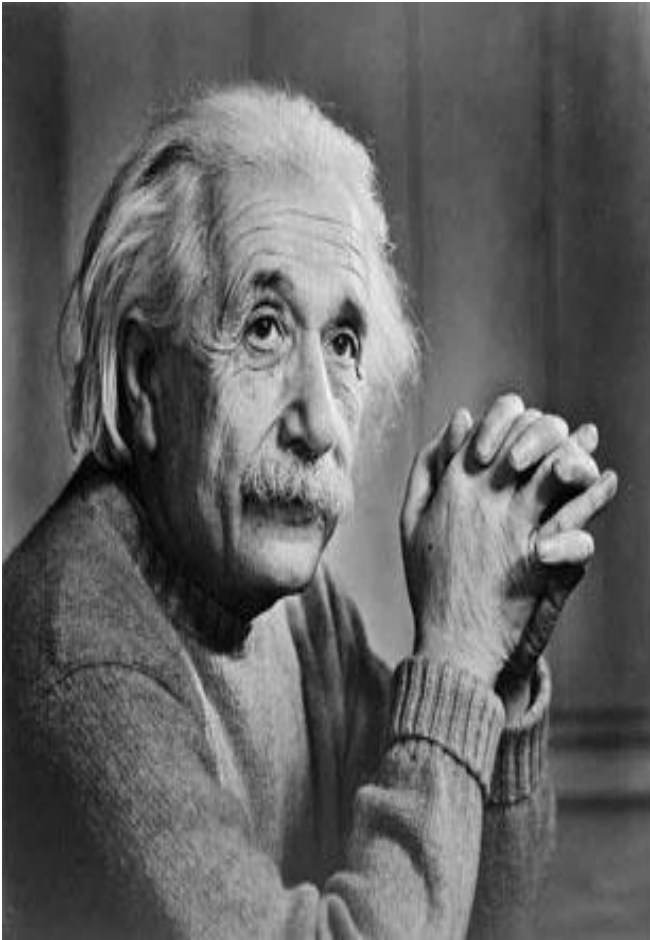
Process Map template

1	
2	
3	
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9	



Efficiency – the challenge!

- Areas for efficiency
 - Finance
 - Safeguarding
 - Premises
 - Communication
- Gains are there to be unlocked
- Not seen a school that can't be more efficient – just not prioritised or seen it yet!
- 15 minutes a day = 5 hours a month = £75 cost saving
- Consider resources and the cost of an hours staff meeting!



*The definition of insanity is
repeating the same behaviors
and expecting a different outcome.*

Albert Einstein



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Reflection

- What impact can you have this week?
- What impact can you have by the end of term?
- What impact can you have over the next academic year?





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