



Meeting Planning Six Sigma Style: LEAN Six Sigma

LEAN thinking focuses on enhancing value for the customer by improving and smoothing the process flow and eliminating waste.

Six Sigma is a systematic and robust approach to improvement, which focuses on the customer and other key stakeholders.

By bringing **LEAN** and **Six Sigma** together you get a comprehensive set of principles that are used by small, medium and large companies to evaluate processes, identify and eliminate waste in order to change their organization to deliver higher quality products and services to their customers.

During this session we will apply the principles of **LEAN** and **Six Sigma** to meetings and events:

- The first part of the session will be using the **Six Sigma** tools and **LEAN** to identify waste in the event planning process.
- In the second part of the session we will break up into groups and pick projects to apply these principles to the event planning process.

This class will provide many examples of how to change the "*This is the way we have always done it*" mindset to one that implements change into their processes to improve efficiencies and the quality of the meetings and events we deliver to our stakeholders.

Learner Outcomes

- Understand the **LEAN** and **Six Sigma** approach to identify waste and improve processes
- Hands-on activities to apply these methodologies to how we manage meetings and events
- How to use Six Sigma tools to improve our processes and efficiencies
- Learn how to change your environment from being people dependent to process dependent.

Additional Workshop Topics

- Meeting Planning Six Sigma Style: Six Sigma 101
- Meeting Planning Six Sigma Style: **LEAN** 101
- Using Business Intelligence To Manage Meetings Strategically

Presenter

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