



MANUFACTURE SMARTER.

DIGITAL 5S

DOCUMENT MANAGEMENT

This course is designed to reduce errors and the cost associated with poor file management practices.

SCHEDULE | COST

8 hrs | \$395 pp

8:30AM - 4:30PM

October 29, 2019

January 15, 2020

OUTCOMES



ORGANIZE

- ✔ Sort files and build a plan for retention, archiving, and removal
- ✔ Create logical file paths



CLEAN UP

- ✔ Establish naming conventions and folder locations
- ✔ Standardize filing protocols



MAINTAIN

- ✔ Sustain filing protocols with an audit and correction process
- ✔ Apply tools to digital files
- ✔ Plan for implementation

INSTRUCTED BY KAREN GOIKE, PMP - Senior Business Advisor

- Bachelor of Science Degree – Medical Technology, Western Michigan University
- Over 25 years of experience in project management and business analysis
- Certified project management professional
- Certified Lean Office Champion



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