

Production Mail Management Training

Boost your production mail operation performance

Whether you're a materials, operations or production manager, a support engineer or a floor supervisor, our 3½-day intensive training program can help you manage production mail operations more efficiently and cost-effectively.

Through the application of manufacturing principles and disciplines, our comprehensive, innovative training is designed to instill best practices and provide you with a wealth of information and skills to improve performance – and increase your bottom line.

This program combines hands-on learning with lectures, group discussions and practical exercises. It's specially designed to give you both the insights you need and the skills to apply them to your own operations.

Class size is limited, to ensure active discussion and attention to individual areas of interest.



Comprehensive course helps you gain a competitive edge

This course is used by industry-leading companies as a training program for their ADF managers. You'll learn leading-edge practices for the key drivers of productivity taught by industry-leading production mail managers, industrial engineers, manufacturing specialists, reliability and quality assurance managers.

Utilizing leading-edge process design and production mail management

- * Production workflow and layout
- * Ergonomics, health and safety
- * Productivity and job scheduling
- * Management of people in a production mail environment
- * Evaluation and utilization of new technology and applications

Establishing and applying key metrics

- * Defining production goals and methods for use in monitoring results
- * Applying specific measures to assess and improve daily operations
- * Using basic statistical process control (SPC) methods for making data-driven decisions

Aligning production mail goals with strategic business objectives

- * Establishing the ADF as a profit center
- * Making strategic operational adjustments
- * Promoting the value that mail operations provide to the business and its customers

Course structure and topics

Course modules are presented by subject matter experts:

- * Introduction
- * Introduction to Manufacturing Operations
- * Production Mail Operations
- * Incoming and Outgoing Operations
- * Business Metrics
- * Production Metrics
- * Problem Solving and Continuous Improvement
- * Ergonomics, Layout and Design
- * Optimize Operations
- * Added Value
- * Leadership
- * Summary and Review

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Additional programs available today

Production Mail Management Training is part of a series of Pitney Bowes Workflow Solutions education and professional services programs available to further enhance your operational performance:

- * Materials Procurement in ADF Operations Training
- * Operations Site Assessment
- * High-Speed Integration Services
- * Design and Layout Services
- * System Optimization Services
- * Best-in-Class ADF Assessment
- * Management Metric Development Services
- * Operations Review
- * ADF Management Development Program
- * Lean Six Sigma

Join hundreds of managers worldwide and take the first step toward optimizing productivity and increasing your bottom line.

Register today at **877-536-2736** or visit us on the Web at **www.pbddmt.com**.

Pitney Bowes is a leader in end-to-end integrated mail and document solutions. Our leading-edge hardware, software and services can help you grow revenue, cut costs and strengthen customer loyalty, to drive your long-term profitability.

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 **Pitney Bowes**
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