

**Directions to Crowne Plaza
Williamsburg at Fort Magruder
6945 Pocahontas Trail
Williamsburg, VA 23185
Phone: (757) 220-2250**

From the East or West on I-64

Take Exit 242A (VA 199 W toward
Williamsburg/Jamestown)

Take Exit US-60 W toward Williamsburg
Turn LEFT onto Pocahontas Trail/York
St/US-60 W

(Hotel will be on the LEFT)

From the North via I-95

Take I-95 South to I-295 South
(Toward Williamsburg/Norfolk)

Continue on I-295 to I-64 East

Take Exit 242A (VA 199 W toward
Williamsburg/Jamestown)

Take Exit US-60 W toward Williamsburg
Turn LEFT onto Pocahontas Trail/York
St/US-60 W

(Hotel will be on the LEFT)

**For additional information, please
contact Wadiya Saunders, Program
Chairperson, (757) 558-0782, x152.**

Cancellation Policy: Cancellations made
by May 7, 2010 will be assessed a \$50
service charge. There will be NO refunds
after May 7, 2010.

**Contact Lori Gay, Treasurer for
cancellation information, (757) 896-
8775.**

ATTENTION CRMs! Pre-
approved certification
maintenance credits will be
available for this seminar.

CONTENT & SCHEDULE

8:00 a.m. – 8:45 a.m.

"Registration & Continental Breakfast

8:45 a.m. - 9:00 a.m.

"Welcome & Introductions"

Darlene Barber, CRM (Chapter President)

9:00 a.m. - 10:15 a.m.

Part I – Summary/Review

- Problem Identification
- Elimination of Wastes
(DOWNTIME)
- Brainstorming
- Takeaways

10:15 a.m. - 10:45 a.m.

Break & Exhibitor Area Visiting

10:45 a.m. – 12:00

Part II – Lean Training

- Understanding the Value Stream
 - Value Stream Thinking
 - Product
 - Customer
 - Customer Requirements

Noon - 1:00 p.m.

Buffet Lunch (Provided)

1:00 p.m. – 2:30 p.m.

Part III – Group Activity

- Mapping the Current State Process
- Problem Identification

2:30 p.m. – 3:00 p.m.

Break & Exhibitor Area Visiting

3:00 p.m. – 4:00 p.m.

Part IV – Group Activity & Wrap Up

- Brainstorming Ideas for
Improvement
- Creating the Future State Process

4:00 p.m. -4:30 p.m.

"Conclusion & Wrap-up"

****Come prepared to discuss your***

process/procedures!

Preliminary List of Exhibitors

Cintas Document Management
Entrust Records Management
Iron Mountain Records Management
Shred-It
Stealth Shredding

About our Speaker:

Jennifer McClain, a veteran
trainer and process improvement
specialist, has been with Northrop
Grumman Shipbuilding for going on
nine years. She is currently a Process
Improvement Manager in NGSB's
Quality/Process Excellence Division.
A certified LEAN facilitator and Six
Sigma Green Belt, Jennifer has also
served in several key roles in NGSB's
Operations Division, and on its
Corporate Training Council.
Jennifer currently holds a B.A. in
Business Administration and a MA in
Ed HRD from The George Washington
University.

Annual Seminar

Lori Gay
Bayport Credit Union
2300 Cunningham Drive
Hampton, VA 23666

Records Management & LEAN: Understanding the Value Stream

***Records Management & LEAN:
Understanding the
Value Stream***

Featuring

Jennifer McClain

***Presented By:
The Tidewater Chapter of
ARMA International***

At

Crowne Plaza Williamsburg at
Fort Magruder
Williamsburg, VA

On

May 18, 2010
(8:00 a. m. – 4:30 p. m.)



REGISTRATION

REGISTRATION DEADLINE: April 23, 2010

- Standard Fee \$135
- ARMA Member \$110
- Certificate of Attendance Desired

PLEASE REMIT A COPY OF THIS
FORM WITH A CHECK PAYABLE TO:
Tidewater Chapter ARMA

Mail check to:

Lori Gay
Bayport Credit Union
2300 Cunningham Drive
Hampton, VA 23666

Federal ID # 23-7358105

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

PHONE _____ E-mail _____

***NOTE:** On-line registration is available at the ARMA Tidewater Website, <http://www.armamar.org/tw/>