



involvement at all levels and learn where and how the nine principles overlap and interact. By engaging and empowering various levels of associates throughout the organization, you will provide strength and ownership for your business and, most importantly, your associates. The book includes access to additional resources on the book's page at [www.crcpress.com](http://www.crcpress.com). It includes a tracking mechanism for monitoring candidate progress, facilitation feedback forms, LDE checklists, and certificates of accomplishment you can use to acknowledge associates that achieve Lean Discipline Expert status.

The 5S Pocket Guide Productivity Press

Designed to enhance awareness of the principles behind the 5S System and identify its impact on improving efficiency and promoting a safe working environment, this pocket-sized guide outlines a disciplined methodology for implementing 5S, organized around a six-step method.

Bring Lean Improvements to the Administrative Areas of Your Organization! Extending their eight-step process to the realization of a lean office, Tapping and Shuker use a customer service case study to illustrate the effectiveness of the value stream storyboard. This popular volume provides organizations with a proven system for implementing lean principles in the office. In addition to providing a thorough overview of basic lean concepts, this book details methods for identifying the administrative activities in need of attention. To address these, it applies the eight-step process for removing waste and reorganizing workflow. Accompanying the book is a CD containing a lean assessment tool, a storyboard template, charts, a team charter, and worksheets. BONUS CD! Along with this book you receive a CD containing a lean assessment tool, a storyboard template, useful charts, a team charter, forms, reports, and worksheets!

The 5s Pocket Guide is designed to enhance awareness of the principles behind the 5s System and identify its impact on improving efficiency and promoting a safe working environment. Using a condensed format, it outlines a disciplined methodology for implementing 5s, organized around a six-step method. The six step method: Planning a course of action Educating the work group Evaluating the work area Initiating the 5S's Measuring the results Maintaining 5S activities The innumerable benefits of the 5s System include shorter cycle times, increased floor space, reduced lead times and training cycles, lowered accident rates, enhanced communication, and less inventory. By employing this handy resource, organizations can more easily build employee awareness of 5s throughout their plants, leading to dramatic improvements in productivity, safety, and profitability.

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