



Lean Office and Service Simplified: The Definitive How-To Guide

By Drew Locher



Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher

Winner of a 2012 Shingo Research and Professional Publication Award

Demystifying the application of Lean methods, **Lean Office and Service Simplified: The Definitive How-To Guide** goes beyond the basic tools to detail the key concepts of Lean as they apply to office and service environments. It begins by discussing value stream management, followed by chapters on standard work, flow, level pull, and visual management.

Winner of a *2012 Shingo Prize*, this book covers essential Lean tools, including 5S and mistake proofing. It breaks down Lean concepts into their elementary components, describes them in a nonmanufacturing context, and supplies readers with specific how-to methodologies. Providing detailed examples throughout, the text illustrates the functions found in most service organizations, as well as the administrative areas of manufacturing companies.

Drawing on more than two decades of practical experience, the author provides implementation strategies on a function-by-function and department-by-department basis. He examines the most common obstacles that readers are likely to encounter and supplies strategies to address those obstacles. The text includes a toolbox of helpful forms, charts, checklists, templates, and worksheets to help kick-start your Lean implementation efforts.

Watch Shingo Prize-winning author Drew Locher discuss how to implement Lean concepts into your office and service settings.

 [Download Lean Office and Service Simplified: The Definitive ...pdf](#)

 [Read Online Lean Office and Service Simplified: The Definiti ...pdf](#)

Lean Office and Service Simplified: The Definitive How-To Guide

By Drew Locher

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher

Winner of a 2012 Shingo Research and Professional Publication Award

Demystifying the application of Lean methods, **Lean Office and Service Simplified: The Definitive How-To Guide** goes beyond the basic tools to detail the key concepts of Lean as they apply to office and service environments. It begins by discussing value stream management, followed by chapters on standard work, flow, level pull, and visual management.

Winner of a *2012 Shingo Prize*, this book covers essential Lean tools, including 5S and mistake proofing. It breaks down Lean concepts into their elementary components, describes them in a nonmanufacturing context, and supplies readers with specific how-to methodologies. Providing detailed examples throughout, the text illustrates the functions found in most service organizations, as well as the administrative areas of manufacturing companies.

Drawing on more than two decades of practical experience, the author provides implementation strategies on a function-by-function and department-by-department basis. He examines the most common obstacles that readers are likely to encounter and supplies strategies to address those obstacles. The text includes a toolbox of helpful forms, charts, checklists, templates, and worksheets to help kick-start your Lean implementation efforts.

Watch Shingo Prize-winning author Drew Locher discuss how to implement Lean concepts into your office and service settings.

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher Bibliography

- Sales Rank: #204605 in Books
- Brand: imusti
- Published on: 2011-02-09
- Released on: 2011-02-17
- Original language: English
- Number of items: 1
- Dimensions: 10.00" h x .44" w x 7.00" l, .79 pounds
- Binding: Paperback
- 194 pages

 [Download Lean Office and Service Simplified: The Definitive ...pdf](#)

 [Read Online Lean Office and Service Simplified: The Definiti ...pdf](#)



Download and Read Free Online Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher

Editorial Review

Review

... a simple guide to help leaders drive the Lean transformation of themselves, their people, and processes.
?Glenn Marshall, Northrop Grumman Shipbuilding

Drew is still one of the few practitioners who really understand the concept of the Lean Enterprise as opposed to Lean Manufacturing.
?Bill Beer, Wenger Corporation

... a plain language guide to transforming Office and Service industries into effective, efficient organizations. I recommend it strongly.
?Mike Robinson, Manager, Corning Cable Systems

... clear and straightforward methods for applying Lean thinking to administrative and support processes that apply across almost every industry ... I highly recommend this book.
?Brian Maskell, BMA Inc.

... Locher's book delivers! Every essential tool in the Lean toolkit is explored with enough simplicity for a beginner to understand and enough depth for an experienced Lean Thinker to draw from.
?Allan R. Coletta, Siemens Healthcare Diagnostics, Inc.

... a valuable and enthusiastically recommended instructional reference for anyone faced with the responsibility of managing a business to its effective maximum performance in both its physical plant and its human resources. ... begins by explaining the key concepts of Value Stream, Standard Work, Flow, Level Pull, and Visual Management. Every aspect of a functioning office is covered in accessible detail including sales, marketing, purchasing, accounting, customer service, mentoring, performance measurement, and more. ... highly recommended for personal, professional, academic, and community library Business Management reference collections and supplemental reading lists.
?James A. Cox, Editor-in-Chief, Midwest Book Review, in *Library Bookwatch*, March 2011

About the Author

Change Movement Associates, Mt. Laurel, New Jersey, USA

Users Review

From reader reviews:

Katy Pinkham:

As people who live in the particular modest era should be change about what going on or details even knowledge to make these individuals keep up with the era and that is always change and move forward.

Some of you maybe will update themselves by examining books. It is a good choice for yourself but the problems coming to anyone is you don't know which you should start with. This Lean Office and Service Simplified: The Definitive How-To Guide is our recommendation to cause you to keep up with the world. Why, because this book serves what you want and need in this era.

John Caldwell:

This book untitled Lean Office and Service Simplified: The Definitive How-To Guide to be one of several books this best seller in this year, honestly, that is because when you read this reserve you can get a lot of benefit in it. You will easily to buy that book in the book retail store or you can order it by using online. The publisher with this book sells the e-book too. It makes you more readily to read this book, since you can read this book in your Touch screen phone. So there is no reason for your requirements to past this e-book from your list.

Daniel Trimble:

This Lean Office and Service Simplified: The Definitive How-To Guide is new way for you who has fascination to look for some information because it relief your hunger associated with. Getting deeper you onto it getting knowledge more you know otherwise you who still having little digest in reading this Lean Office and Service Simplified: The Definitive How-To Guide can be the light food for yourself because the information inside this kind of book is easy to get simply by anyone. These books develop itself in the form that is reachable by anyone, sure I mean in the e-book web form. People who think that in reserve form make them feel tired even dizzy this reserve is the answer. So you cannot find any in reading a reserve especially this one. You can find what you are looking for. It should be here for an individual. So , don't miss the item! Just read this e-book type for your better life and also knowledge.

Pearlie Wong:

In this era which is the greater particular person or who has ability in doing something more are more valuable than other. Do you want to become one among it? It is just simple approach to have that. What you must do is just spending your time not much but quite enough to enjoy a look at some books. One of the books in the top list in your reading list is usually Lean Office and Service Simplified: The Definitive How-To Guide. This book that is certainly qualified as The Hungry Mountains can get you closer in turning into precious person. By looking right up and review this e-book you can get many advantages.

Download and Read Online Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher #GQH7DJM29Y6

Read Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher for online ebook

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher books to read online.

Online Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher ebook PDF download

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher Doc

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher Mobipocket

Lean Office and Service Simplified: The Definitive How-To Guide By Drew Locher EPub