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May 10, "The Lean Office Pocket Guide XL" is just large (and small) enough to lay out the basic principles without overwhelming details. It appears to provide enough of the terminology, processes, and forms for developing a Lean Office, so that someone like me can get movefanatic.com: 8. Aug 05, The New Lean Pocket Guide XL has over illustrations to visually convey the tools and concepts, along with detailed descriptions of all the Lean tools. This newer and larger version of the best selling The Lean Pocket Guide also includes: a section on Lean Office and Six Sigma, 20+ digital photos demonstrating Lean in action, a Waste Audit, and a Glossary of Lean movefanatic.com: The Lean Office Pocket Guide XL: Tools for the Elimination of Waste in Administrative Areas! by Don Tapping The Lean Office has finally arrived! More importantly, many of the practices documented in this pocket guide will allow any organization or industry to implement the . To ask other readers questions about The Lean Office Pocket Guide, please sign up/5(49).

Each section concludes with Lean Thinking Statements to ensure a thorough understanding occurs prior to continuation. The Practical Lean Six Sigma Pocket Guide XL provides guidance in the proper selection (and suggested use) of the most common Lean Sigma tools, all .

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