

Lean Office and Service Simplified

The Definitive How-to Guide

Drew Locher



CRC Press
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Lean Office Service Simplified

Michael Hoelscher



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quality customer service and profitability Lean Retail and Wholesale examines Lean opportunities from the viewpoint of retail strategy merchandise management and store and distribution operations and provides a holistic systematic approach for identifying and eliminating non value added activities The Lean techniques presented can be applied to traditional brick and mortar wholesalers and retailers as well as e businesses Coverage includes Using Lean as a tool to survive and thrive in retail and wholesale R evolution of retail from the general store to e commerce The Lean journey from goods to services Lean retail and wholesale early signs of promise Basic Lean concepts and tools building a solid foundation Advanced Lean concepts and tools K I S S keep it simple and straightforward Retail strategy sales and marketing location human resources management IT supply chain management and customer relationship management Merchandise management planning buying pricing and communications Store operations management Lean retail and wholesale distribution Lean assessments and value stream mapping Leadership culture teams and training Partnering outsourcing import technology and Six Sigma Critical thinking and continuous improvement methodology education training and analytics Defining and measuring success measurements and current statistics The road ahead thoughts and suggestions on the future of Lean in retail and wholesale

The Lean Office Productivity Press Development Team, 2018-06-28 The Lean Office Collected Practices and Cases is a compilation of articles previously published in the Productivity Press newsletter Lean Manufacturing Advisor These articles discuss lean implementations in non manufacturing operations from design to processing invoices to customer service Most articles are written in the form of case studies Highlights include Practical in depth description of lean implementation written in a conversational easy to read style A large quantity of case studies unavailable from any other single source Responds to your desire for real world lean office information

Lean Office Demystified II Don Tapping, 2010-03 Lean Office Demystified II is simple to understand and provides easy to do steps explaining how Lean can be applied in various administrative settings The tools of takt time pitch leveling standard work mistake proofing value stream mapping etc are all explained with examples that anyone can relate to The book provides three main steps into applying Lean in any type office environment This new version also reveals the secrets on how Lean can be leveraged with MS Office and other applications to move information where it is needed when it is needed in error free ways never dreamed of at the speed of sight Learn how MS Excel Word Access Groove and Visio as well as ACT Windows Explorer and Google Docs can be used in applying Lean tools and concepts This is all conveyed through the Global Winds case study that is included at the end of each chapter This easy to use book includes everything you need for success readiness guides worksheets forms screen shots application examples etc Lean Office Demystified II goes beyond theory to explain how all this works in the actual business case study of Global Winds Lean Office Demystified II will boost office performance reduce costs and increase customer satisfaction while at the same time create stress free work place **BONUS** The Appendix now contains step by step instructions on how to 1 Create a value stream map in Visio 2 Use Pivot Tables to help identify a value stream 3 Use Excel to create an Employee Balance

Chart Critical Success Factors Simplified Marvin T. Howell, 2009-11-20 Sharing crucial tips for developing measuring and using Critical Success Factors CSFs this book simplifies the identification measurement and use of CSFs to successfully implement strategies manage projects and improve processes

Lean Organization: from the Tools of the Toyota Production System to Lean Office Andrea Chiarini, 2012-08-04 Lean Organization for Excellence describes the right way to implement lean thinking inside both manufacturing and service industries After explaining the origins of the concept and discussing wastes and value added the book aims to set out a precise path of action To this end the so called Hoshin Kanri method of defining business objectives and targets is explained and a Value Stream Mapping tool that serves to identify all wastes is described Subsequent chapters cover each of the TPS Toyota Production System tools from 5S to SMED and special attention is devoted to the Ducati case study in which tools such as 5S and Kanban are applied Lean metrics and the innovative Value Stream Accounting are discussed and the closing chapter focuses on Lean Office for the service industry Each chapter includes illustrations and tables relating to practical cases concerning the subject under consideration based on real consultancy experiences

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