
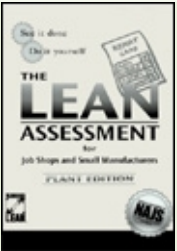

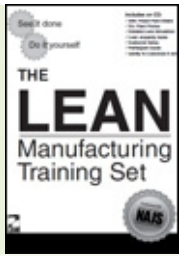


GDC LEAN Bookstore

Name	Description	Price
	<p>Back Street LEAN Solutions for the Job Shop (Plant Edition)</p> <p>Through the successful application of Lean in the job shops, a group of world-class manufacturing plants decided to share their world-class best practices in the this book. <i>BackStreet Lean</i> provides the detailed information required for understanding and implementing Lean practices in various types of manufacturing operations (i.e., job shops, small shops, made-to-order and low volume shops). <i>BackStreet Lean</i> is organized into four chapters: Starting Lean, Working with Lean Tools, Sustaining the Lean Process, and Running Lean. The various tools of developing a three-year plan, 5S, developing part families, eliminating unnecessary parts, striving for zero setups, creating cells as profit centers, plus many other topics are explained through step-by-step methodologies, illustrations, and/or digital photos.</p> <p>Perfect Bound - 8.5" x 11.0" - 163 Pages – 80 + Illustrations, Forms, Worksheets, Digital Photos</p>	<p>\$35.00 +shipping</p>
	<p>The LEAN Assessment for Job Shops and Small Manufacturers (Plant Edition)</p> <p><i>The Lean Assessment</i> was created as a guide to allow the job shop and small manufacturer in their Lean journey. The Lean Assessment will provide a baseline upon which you can improve - and most importantly also provide a reference on what to do. The Lean Assessment has 13 Lean building block categories that are further divided into sub-categories that are scored. The subsequent score will assist you into allocating the appropriate resources in your Lean project. Administrative areas are also referenced in this assessment. The Assessment is self-administering and will allow you to create the necessary visual spider chart to convey the score within the organization.</p> <p>Paperback – 8.5" x 11.0" – 54 pages – 13 Categories, 50+ Sub-categories</p>	<p>\$15.00 +shipping</p>
	<p>The LEAN OFFICE Training Set</p> <p><i>The Lean Office Training Set</i> is your 21st century solution to conveying the methodology of teaching Lean practices in administrative settings. This set is based on over 10 years of Lean Office implementation. The Set allows you to teach the topics contained in the best selling <i>Lean Office Pocket Guide</i>, <i>Lean Office Pocket Guide XL</i> and <i>Lean Office Demystified</i> with references throughout on the Note Pages of the Facilitator's Guide. The three phases of Lean Office implementation are explained relative to stabilize, standardize, and simplify. Each phase has a Readiness Guide to assess your team's progress prior to moving to the next phase. The training set will allow you to:</p> <ol style="list-style-type: none"> 1. Communicate Lean Office throughout the organization 2. Understand the Lean tools relative to administrative areas 3. Conduct kaizen events using the 3 S's of Stabilize, Standardize, and Simplify 4. Summarize the Lean Office training by conducting a fun Lean Office Jeopardy game <p>Spiral Bound - 8.5" x 11" - 164 PowerPoint Slides - 50+ Illustrations, Forms, and Worksheets – 40 Examples of Lean Office Practices, Lean Office Jeopardy Game, 1-Instructor's Guide, 5 – Participant Guides, 1- Lean Office..it can be done! DVD, and the CD containing all the PowerPoint slides for you to customize.</p>	<p>\$295.00 +shipping</p>

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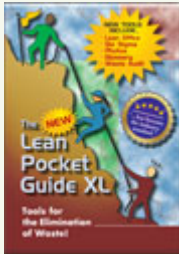


The LEAN Manufacturing Training Set

The Set allows you to teach the topics contained in the best selling *Lean Pocket Guide* with references throughout on the Note Pages of the Facilitator's Guide. The Set has over 50 plant photos, 40 illustrations, as well as 6 different activities that will help teach the various tools comprised of Lean.

Spiral Bound - **8.5" x 11"** – 200+ PowerPoint Slides - 50+ Plant Photos, Forms, Worksheets – Lean Jeopardy Game, 1-Instructor's Guide, 5 – Participant Guides, 1- detailed Lean simulation explanation, and the CD containing all the PowerPoint slides for you to customize.

\$195.00
+shipping



The LEAN Office Pocket Guide XL

Tools for the Elimination of Waste in Administrative Areas!

The most comprehensive and practical explanation of Lean concepts and tools made for the shop floor is now available in a larger format. *The New Lean Pocket Guide XL* has over 120 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 terms. The tools of 5S, value stream mapping, document tagging, continuous flow, standard work, visual control, takt time, pitch, runners, waste, plus numerous other Lean tools are thoroughly defined as well as guidelines provided for the implementation of each tool. This version has digital photos of Lean production best practices throughout!

Spiral Bound - **5.5" x 8.5"** – 202 pages – 120+ Illustrations, Forms, Worksheets, Digital Photos of Lean Production Practices, Glossary, and Waste Audit

\$12.95
+shipping



The LEAN Pocket Guide Tools for the Elimination of Waste!

The most comprehensive and practical explanation of Lean concepts and tools made for the shop floor employee. *The Lean Pocket Guide* has over 120 illustrations to visually convey the tools and concepts. Every Lean tool is thoroughly explained with illustrations to help with understanding. *The Lean Pocket Guide* is designed to be a convenient, quick reference. It provides valuable insight into the various ways that Lean can be applied in your production area. You can put your finger on any Lean tool within a matter of seconds!

Spiral Bound - **3.5" X 5.5"**- Fits in the palm of your hand!

\$7.95
+shipping



The LEAN PRIMER Solutions for the Job Shop (Plant Edition)

The Lean Primer will allow you to train the organization to understand how critical the implementation of Lean principles and processes are to your short and long term success. It will provide the various reasons why an organization must go Lean, as well as detailing what Lean is. Lean will be explained in the terms of Stabilize, Flow, and Sustain with reference to the following topics of lean vision, waste, value stream mapping, 5S, takt time, buffer and safety stock, continuous flow, standard work, quick changeover, kanban, visual controls, mistake-proofing, leveling, paced withdrawal, visual production control, runners, TPM, and kaizen. Each of these tools will also be explained with digital photos from world-class shops from across the US that shared their best practices.

Perfect Bound - **7" x 10"** – 96 pages, 50+ Plant Photos

\$15.00
+shipping



5S Floor Dots

2 or 3 Inch Floor Dots



A key component of Lean Implementation is the Visual Workplace and 5S. Most companies start their Lean journey with 5S (Sort, set in order, shine, standardize & sustain). This leads to clearly marking aisle ways and work cells on the floor with painted or taped lines. We have found a better, less expensive and more flexible way to do this... D O T S! As you can see in the photos below, the dots can be put down at any spacing increment you like, depending on whether you are marking and aisle way or a work cell layout. The dots come on a roll -- just peel and stick! What used to take hours to paint, now takes minutes. And if you change your layout they can be removed and new dots put down, easily! *Rolls of 500 Labels.*

2 Inch Dots – Yellow or Red

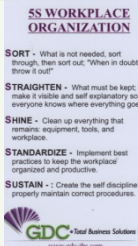
\$45.00 roll
+shipping

3 Inch Dots or Arrows – Yellow or Red

\$58.00 roll
+shipping

3 Inch Dots – Green or Blue

\$66.50 roll
+shipping



**5S Workplace Organization /
8 Types of Waste Cards**

Pocket Reference Cards

The 5S's are the keys to workplace organization and housekeeping. The five pillars of 5S are defined as Sort, Straighten, Shine, Standardize, and Sustain. The system as a whole creates a workspace that allows for minimized waste. Not only do the five steps help to ensure that time will be spent doing more productive activities, but it also reduces the chance of error, rework and injury which are all high cost activities.

5S Pocket Reference Cards - These handy pocket-size laminated cards are great to keep with you as a reminder of the 5S's, along with The 8 General Types of Waste on the back of each card. *Sold individually or in discounted quantities.*

\$1.00 ea
+shipping

Or

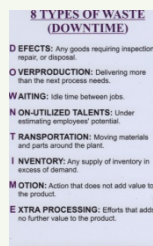
Posters

5S Workplace Organization Workplace Poster – *11x17 glossy*

\$5.00 ea
+shipping

8 Types of Waste Workplace Poster - *11x17 glossy*

\$5.00 ea
+shipping



(Back)

8 PROBLEM SOLVING STEPS
SELECT THE TEAM Use individuals that are knowledgeable about the specific problem.
WRITE PROBLEM DESCRIPTION Detailed description & documentation of the existing problem.
SET CONTAINMENT ACTION Temporary action to prevent escape to the internal / external customer.
FIND & VERIFY ROOT CAUSE Using the appropriate tool(s) determine the true root cause. Verify this through testing / data collection.
SELECT CORRECTIVE ACTION Use Decision Analysis to determine the best corrective action.
PLAN IMPLEMENTATION Who does what, by when, to implement the corrective action.
PREVENT SYSTEMS PROBLEMS Prevent, fix similar things before they happen by sharing information.
WRAP-UP & REWARD SYSTEM Document lessons learned and reward the team appropriately.

(Front)

8 DECISION ANALYSIS STEPS
STATE THE DECISION Use "choice" word (ie. Buy / Sell, Result (ie. Increase / reduce / eliminate), Modifier (ie. Time / \$\$/ quantity).
DETERMINE CRITERIA Must's & Want's. A "must" is an absolute and not negotiable. A "want" is quantified in the next step.
CLASSIFY CRITERIA Rank priority of "Want's" from 1 (least important) to 10 (most important).
DOCUMENT OPTIONS List all options that satisfy the criteria.
EVALUATE AGAINST CRITERIA Evaluate options against the Must / Want criteria - reduce list to 1-2 options.
DETERMINE ADVERSE CONSEQUENCES List potential consequences of all alternative(s) identified.
ASSESS RISK Assess potential threat of any alternatives developed.
DECIDE AND IMPLEMENT Make the Decision, Create the Plan, & Implement.

(Back)

8 Decision Analysis Steps / 8 Problem Solving Steps

Pocket Reference Cards

The Problem Resolution System (PRS) was designed to incorporate all of the elements that are necessary for a superior problem-solving and decision-making process. Each of the disciplines in the PRS build on competencies learned through classroom training, practical exercises, real-world applications, and coaching. By implementing a genuine PRS, companies will reduce the 'fire-fighting' mentality while encouraging an atmosphere of teamwork, forward-thinking, planning, and decision making.

PRS Pocket Reference Cards - These handy pocket-size laminated cards are great to keep with you as a reminder of the 8 Problem Solving Steps and 8 Decision Analysis Steps involved in the PRS. *Sold individually or in discounted quantities.*

\$1.00 ea +shipping

"Learning to Lean" Newsletter



This monthly newsletter is being published by Beau-Porter Publishing who is dedicated to professional and strategic development educational materials. In conjunction with numerous Lean experts and other companies catering to various aspects of Lean, Continuous Improvement, Problem Solving and Professional Development, GDC will provide a high-impact, fact-filled newsletter to keep our readers informed, entertained, and educated.

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