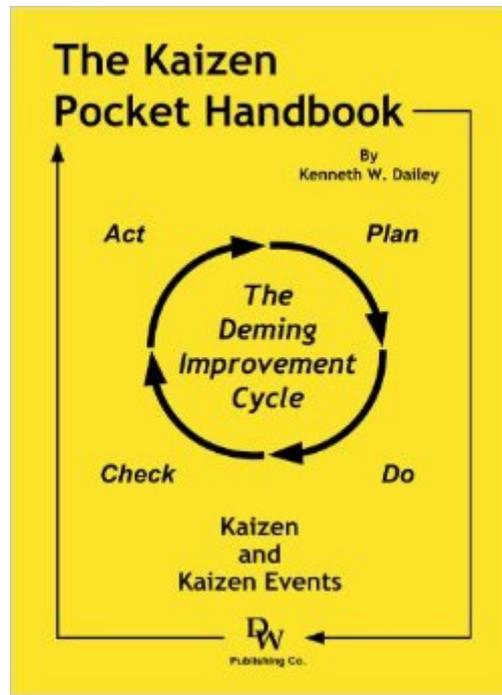


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# The Kaizen Pocket Handbook



## Synopsis

The Kaizen Pocket Handbook provides a quick practical reference guide for Kaizen and Kaizen Events. The Kaizen portion of the pocket handbook contains basic information on the history, benefits, definition, and fundamental concepts of Kaizen. It identifies and defines the three types of improvement and explains their different roles in Kaizen. Other topics covered include: operating principles, teams, processes, records, the Deming Improvement Cycle, management/employee responsibilities, and program implementation. The Kaizen Event portion of the pocket handbook flow-charts and details both the eight steps management needs to take to prepare for a Kaizen Event and the eight steps required for a team to carry out a Kaizen Event. The preparation section contains tips on selecting subject areas, setting goals, choosing team members and leaders, and clearing the way for a successful event. The Event section tells how the team should proceed and has pointers on: analyzing problems, generating solutions, organizing corrective actions, measuring and presenting results. Paper Back - .125 x 3 1/4 x 5 5/16 - 41 Pages.

## Book Information

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## Customer Reviews

Kaizen is a Japanese word that means improvement. The Kaizen concept is on continuous improvement with a focus on the goals of quality, cost and schedule that ultimately drive company profitability. "The Kaizen Pocket Handbook" is a fantastic book for those that wish to have a quick guide for Kaizen and Kaizen Events. Japanese companies distinguish between Kaizen (continuous change/improvement) and innovation (radical change). The Kaizen concept focuses on the

elimination of waste and inefficiency. The kaizen five-S framework for good housekeeping is tidiness; orderliness; cleanliness; standardised clean-up and discipline. Kaizen is a people oriented, relatively easy to implement and require long-term discipline. The concept fits well with incremental change situations that require long-term change of organisational culture. This is a well written book, in simple and easy to understand language that makes it a valuable companion for those that wish to get started on the Kaizen and Kaizen events. The book is brief and to the point, highlighting the essentials without getting bogged down with details.

This is an excellent primer for anyone getting started with Kaizen and Kaizen Events. The book covers all of the basics in a thorough, concise, and easy to read manner. A good value for the money.

I wanted a quick reference to understand the basics of Kaizen, so I can "talk the talk". This book is a small booklet, and takes about 15 minutes to read. For my purpose it was perfect. It highlighted it and now carry it a reference.

Very useful summary of the whole philosophy. What I expect in a handbook, concise information and a structured setup. Good for refreshing terms and maybe also for new comers that don't want to read a 500 page book.

This is a very handy and useful pocket tool. It is very simple and easy to understand.

To start with this book is simple and short, just the facts with a minimal number of words. It's great for line personnel who don't have the time for a 250 page book. This is a fairly simple subject so a longer book is a waste of time. I highly recommend The Kaizen Pocket Handbook.

Good simple to the point book. If you are familiar with any of these techniques it is enough to get started. Implementation details would be covered elsewhere.

Good little book to keep on or in your desk. It is easy to carry to meetings to help keep you on track and focus to the proper procedure(s).

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