

The Kaizen Pocket Handbook - Kaizen & Kaizen Events 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 - .188 x 3 ? x 5 5/16 - 41 Pages. Descripcion: El Manual del Bolsillo de Kaizen - Kaizen y de eventos Kaizen proporciona una guia de referencia practica y rapida para Kaizen y los eventos Kaizen. La porcion de Kaizen del manual de bolsillo contiene informacion basica sobre la historia, las ventajas, la definicion y los conceptos fundamentales de Kaizen. Identifica y define los tres tipos de mejora y explica sus diversos papeles en Kaizen. Otros temas cubiertos incluyen: principios de funcionamiento, equipos, procesos, expedientes, el ciclo de la mejora de Deming, responsabilidades de la gerencia/empleados, y puesta en practica del programa. La porcion de eventos Kaizen del manual de bolsillo esquematiza y detalla dos cosas: los ocho pasos que la gerencia necesita tomar para prepararse para un evento Kaizen y los ocho pasos requeridos para un equipo para realizar un evento Kaizen. La seccion de los preparativos contiene consejos para seleccionar temas, fijar metas, seleccionar miembros y lideres del equipo, y despejar el camino para un evento exitoso. La seccion del evento dice como el equipo debe proceder y contiene consejos para: analizar problemas, generar soluciones, organizar acciones correctivas, medir y presentar resultados. Parte posterior de papel - .188 x 3 ? x 5 5/16 - 41 paginas.

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