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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

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Lean Office Demystified II | Lean office, Administration ...

I have previously purchased the same author's The Lean Office Pocket Guide as an excellent reference. Lean Office Demystified is the complete 1-2-3 step-by-step approach how each Lean office tool should be implemented. We will be purchasing these for all of our office managers to they can get the understanding on the importance of process control.

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lean office demystified ii is a comprehensive set of detailed instructions on how to implement a lean office it will provide the solid foundation upon which all the lean tools can be applied office employees ie the front line workers are continually processing daily requests and must know lean

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The New Lean Office Training Set is your 21st century solution to conveying the methodology of teaching Lean practices in administrative

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settings. This set is based on over 15 years of Lean Office implementation. The Set allows an organization to teach the topics contained in the best selling The New Lean Office Pocket Guide with references throughout on the Note Pages of the Facilitator Guide. The training package includes: 1. A value stream mapping exercise 2.

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