

# **The Toyota Kata Practice Guide Practicing Scientific Thinking Skills For Superior Results In 20 Minutes A Day**

Creating a Kaizen Culture: Align the Organization, Achieve Breakthrough Results, and Sustain the Gains  
The Power of Making Thinking Visible  
Understanding A3 Thinking  
Joy, Inc.  
A Manager's Guide to Coaching  
The Work of Management  
Creating a Lean Culture  
The Toyota Kata Field Guide  
Power Pack  
The Practice of System and Network Administration  
Coaching the Team at Work 2  
Value Stream Mapping: How to Visualize Work and Align Leadership for Organizational Transformation  
The Machine That Changed the World  
The Toyota Engagement Equation: How to Understand and Implement Continuous Improvement  
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The Toyota Way to Continuous Improvement: Linking Strategy and Operational Excellence to Achieve Superior Performance  
The 7 Kata  
Managing to Learn  
Level Up Agile with Toyota Kata  
Agile Kaizen  
The Art of Leadership  
Designing the Future: How Ford, Toyota, and other World-Class Organizations Use Lean Product Development to Drive Innovation and Transform Their Business  
The Leader's Handbook: Making Things Happen, Getting Things Done  
Developing Lean Leaders at All Levels  
On the Mend 2  
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The Toyota Kata Practice Guide: Practicing Scientific Thinking Skills for Superior Results in 20 Minutes a Day  
Creating an Effective Management System  
Team Kata  
Toyota Kata:

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Managing People for Improvement, Adaptiveness and Superior Results  
The Toyota Way Fieldbook  
The Toyota Way to Service Excellence: Lean Transformation in Service Organizations  
Toyota Kata Culture: Building Organizational Capability and Mindset through Kata Coaching  
Creating Continuous Flow  
Lead With Respect  
Learning to See  
Staying Lean  
Lean Lexicon  
The Certified Quality Inspector Handbook  
The Harada Method the Spirit of Self-Reliance  
Lean and Agile Made Simple

### **Creating a Kaizen Culture: Align the Organization, Achieve Breakthrough Results, and Sustain the Gains**

### **The Power of Making Thinking Visible**

"Toyota Kata gets to the essence of how Toyota manages continuous improvement and human ingenuity, through its improvement kata and coaching kata. Mike Rother explains why typical companies fail to understand the core of lean and make limited progress—and what it takes to make it a real part of your culture." —Jeffrey K. Liker, bestselling author of *The Toyota Way* "[Toyota Kata is] one of the stepping stones that will usher in a new era of management thinking." —The Systems Thinker "How any organization in any industry can progress from old-

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fashioned management by results to a strikingly different and better way." —James P. Womack, Chairman and Founder, Lean Enterprise Institute "Practicing the improvement kata is perhaps the best way we've found so far for actualizing PDCA in an organization." —John Shook, Chairman and CEO, Lean Enterprise Institute This game-changing book puts you behind the curtain at Toyota, providing new insight into the legendary automaker's management practices and offering practical guidance for leading and developing people in a way that makes the best use of their brainpower. Drawing on six years of research into Toyota's employee-management routines, Toyota Kata examines and elucidates, for the first time, the company's organizational routines--called kata--that power its success with continuous improvement and adaptation. The book also reaches beyond Toyota to explain issues of human behavior in organizations and provide specific answers to questions such as: How can we make improvement and adaptation part of everyday work throughout the organization? How can we develop and utilize the capability of everyone in the organization to repeatedly work toward and achieve new levels of performance? How can we give an organization the power to handle dynamic, unpredictable situations and keep satisfying customers? Mike Rother explains how to improve our prevailing management approach through the use of two kata: Improvement Kata--a repeating routine of establishing challenging target conditions, working step-by-step through obstacles, and always learning from the problems we encounter; and Coaching Kata: a pattern of teaching the improvement kata to employees at every level to ensure it motivates their ways of

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thinking and acting. With clear detail, an abundance of practical examples, and a cohesive explanation from start to finish, Toyota Kata gives executives and managers at any level actionable routines of thought and behavior that produce superior results and sustained competitive advantage.

### **Understanding A3 Thinking**

A step-by-step process for setting and achieving personal and corporate goals - A guide to a highly successful life - Winning at sports brought to the workplace - The world's best process to develop people to their fullest capability - Helping leaders to be effective coaches

### **Joy, Inc.**

Every year, thousands of visitors come from around the world to visit Menlo Innovations, a small software company in Ann Arbor, Michigan. They make the trek not to learn about technology but to witness a radically different approach to company culture. CEO Rich Sheridan removed the fear and ambiguity that typically make a workplace miserable. With joy as the explicit goal, he and his team changed everything about how the company was run. The results blew away all expectations. Menlo has won numerous growth awards and was named an Inc.

magazine audacious small company'.'

## **A Manager's Guide to Coaching**

The culture of organizations and society is embedded in the behavior of both groups and individuals. To change the culture of an organization you cannot simply focus on individual leaders or employees. You must address the norms of behavior, the habits of group decision-making and problem-solving at all levels of the organization. High performing natural work teams and management teams are the key to high performing organizations. Building these teams is the purpose of Team Kata. The purpose of Team Kata is to develop the patterns of continuous improvement, high performance, and high satisfaction within every team and every employee. These are the skills of team leadership. This book represents the combination of two sets of learning: first, the experience of lean management; and second, many years of experience training and coaching high performing management and natural work teams. Many efforts to implement lean management have been disappointing. By far the most common cause is a failure to create a culture of teamwork and continuous improvement. This book presents the basic skills and habits that are essential to creating that change in culture. It should be read by every team leader, team member and team coach.

## **The Work of Management**

A comprehensive reference manual to the Certified Quality Inspector Body of Knowledge and study guide for the CQI exam.

## **Creating a Lean Culture**

The formula for Lean success! Toyota veterans reveal how to build continuous improvement into your company's DNA Ever since Toyota introduced the revolutionary Toyota Production System (TPS), businesses have tried to replicate Toyota's success. Few have succeeded over the long term. What businesses have failed to realize is that TPS calls for a fundamentally different way of thinking. Now, at long last, here is a straightforward guide that make sense of the thinking culture behind Toyota's phenomenal success. In its pages, authors Tracey and Ernie Richardson speak from the heart as Toyota employees who worked in the Kentucky factory when the company was first introducing its people-first approach in the U.S., and went on in the ensuing decades to teach Lean thinking around the world. In The Toyota Engagement Equation, the authors take you through Toyota's own journey of discovery. This deep dive into the company's game-changing work practices reveals how employees were developed, how they were taught to spot and define problems through standardization, how they were coached to solve

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them, and how they were encouraged to improve their thinking as they moved forward. And you'll see how Toyota developed this simple but profoundly effective approach into an overall management system—and how you can achieve amazing results in your company through the same system. In the world of Lean design and implementation handbooks, The Toyota Engagement Equation stands out as a fresh, unique, and authoritative guide to building your business into the Toyota of your industry. As the authors see it, TPS has now evolved to the “Thinking People System!”

### **The Toyota Kata Field Guide Power Pack**

Senior experts within the Toyota Production System often draw simple maps when on the shop floor. These maps show the current physical flow of a product family and the information flow for that product family as the wind through a complex facility making many products. Much more important, these simple maps - often drawn on scrap paper - show where steps can be eliminated, flows smoothed, and pull systems introduced in order to create a truly lean value stream for each product family. In 1998 John Shook and Mike Rother of the University of Michigan wrote down Toyota's mapping methodology for the first time in Learning to See. This simple tool makes it possible for you to see through the clutter of a complex plant. You'll soon be able to identify all of the processing steps along the path from raw materials to finished goods for each product and all of the information flows

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going back from the customer through the plant and upstream to suppliers. In plain language and with detailed drawings, this workbook explains everything you will need to create accurate current state and future state maps for each of your product families and then to turn the current state into the future state rapidly and sustainably.

### **The Practice of System and Network Administration**

The long-awaited follow-up to *Making Thinking Visible*, provides new thinking routines, original research, and unique global case studies *Visible Thinking*—a research-based approach developed at Harvard’s Project Zero – prompts and promotes students’ thinking. This approach has been shown to positively impact student engagement, learning, and development as thinkers. *Visible Thinking* involves using thinking routines, documentation, and effective questioning and listening techniques to enhance learning and collaboration in any learning environment. *The Power of Making Thinking Visible* explains how educators can effectively use thinking routines and other tools to engage and empower students as learners and transform classrooms into places of deep learning. Building on the success of the bestselling *Making Thinking Visible*, this highly-anticipated new book expands the work of the original by providing 18 new thinking routines based on new research and work with teachers and students around the world. Original content explains how to use thinking routines to maximum effect in the classroom,

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engage students exploration of big ideas, link thinking routines to formative assessment, and more. Providing new research, new global case studies, and new practices, this book: Focuses on the power that thinking routines can bring to learning Provides practical insights on using thinking routines to facilitate student engagement Highlights the most effective techniques for using thinking routines in the classroom Identifies the skillsets and mindsets needed to truly make thinking visible Features actionable classroom strategies that can be applied across grade levels and content areas Written by researchers from Harvard's Project Zero, *The Power of Making Thinking Visible: Using Routines to Engage and Empower Learners* is an indispensable resource for K-12 educators and curriculum designers, higher education instructional designers and educators, and professional learning course developers.

### **Coaching the Team at Work 2**

To stay on top, companies need to do more than just tread water—they need to grow. And that means that their employees need to develop and improve their skills at the same pace. More than ever, managers are being encouraged to improve employee performance through effective coaching, but so few of them have the time—or the knowledge—it takes to do it successfully. Brian Emerson and Ann Loehr have spent years showing some of the country's top companies how to develop their most promising employees. Now in this helpful manual they guide

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managers through every step of the coaching process, from problem solving to developing accountability. Readers will discover: the top 10 tips every manager should know before he starts to coach • how to handle difficult conversations, conflicting priorities, and problem team members • how to hold follow-up meetings after goals and priorities have been set • sample questions they can adapt to various situations • examples of common problems and how they can use coaching to address them. Clear, practical and straightforward, this is an invaluable tool that will help all leaders coach employees, colleagues, and themselves to excellence.

### **Value Stream Mapping: How to Visualize Work and Align Leadership for Organizational Transformation**

The biggest competitive advantage an organization can achieve comes from the synergies created by employees skilled in enhancing organizational dynamics. The Seven Kata: Toyota Kata, TWI, and Lean Training supplies time-tested tools and advice to help readers adapt to changing conditions and outcompete their rivals. It explains why a mix of the ski

### **The Machine That Changed the World**

Shingo Research and Professional Publication Award recipient This workbook

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explains in simple, step-by-step terms how to introduce and sustain lean flows of material and information in pacemaker cells and lines, a prerequisite for achieving a lean value stream. A sight we frequently encounter when touring plants is the relocation of processing steps from departments (process villages) to product-family work cells, but too often these "cells" produce only intermittent and erratic flow. Output gyrates from hour to hour and small piles of inventory accumulate between each operation so that few of the benefits of cellularization are actually being realized; and, if the cell is located upstream from the pacemaker process, none of the benefits may ever reach the customer. This sequel to Learning to See (which focused on plant level operations) provides simple step-by-step instructions for eliminating waste and creating continuous flow at the process level. This isn't a workbook you will read once then relegate to the bookshelf. It's an action guide for managers, engineers, and production associates that you will use to improve flow each and every day. Creating Continuous Flow takes you to the next level in work cell design where you'll achieve even greater cost and lead time savings. You'll learn: \* where to focus your continuous flow efforts \* how to create much more efficient work cells and lines \* how to operate a pacemaker process so that a lean value stream is possible \* how to sustain the gains, and keep improving Creating Continuous Flow is the next logical step after Learning to See. The value-stream mapping process defined the pacemaker process and the overall flow of products and information in the plant. The next step is to shift your focus from the plant to the process level by zeroing in on the pacemaker process, which sets the

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production rhythm for the plant or value stream, and apply the principles of continuous flow. Every p

### **The Toyota Engagement Equation: How to Understand and Implement Continuous Improvement Thinking in Any Organization**

Value-stream maps are the blueprints for lean transformations and Learning to See is an easy-to-read, step-by-step instruction manual that teaches this valuable tool to anyone, regardless of his or her background. This groundbreaking workbook, which has introduced the value-stream mapping tool to thousands of people around the world, breaks down the important concepts of value-stream mapping into an easily grasped format. The workbook, a Shingo Research Prize recipient in 1999, is filled with actual maps, as well as engaging diagrams and illustrations. The value-stream map is a paper-and-pencil representation of every process in the material and information flow, along with key data. It differs significantly from tools such as process mapping or layout diagrams because it includes information flow as well as material flow. Value-stream mapping is an overarching tool that gives managers and executives a picture of the entire production process, both value and non value-creating activities. Rather than taking a haphazard approach to lean implementation, value-stream mapping establishes a direction for the company. To

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encourage you to become actively involved in the learning process, Learning to See contains a case study based on a fictional company, Acme Stamping. You begin by mapping the current state of the value stream, looking for all the sources of waste. After identifying the waste, you draw a map of a leaner future state and a value-stream plan to guide implementation and review progress regularly. Written by two experts with practical experience, Mike Rother and John Shook, the workbook makes complicated concepts simple. It teaches you the reasons for introducing a mapping program and how it fits into a lean conversion. With this easy-to-use product, a company gets the tool it needs to understand and use value-stream mapping so it can eliminate waste in production processes. Start your lean transformation or accelerate your existing effort with value-stream mapping. [Source : 4e de couv.].

### **Kaizen Express**

'This book is a must for anyone involved in organizational coaching' Adrian Moorhouse, Managing Director, Lane4 & Olympic Gold Medallist Coaching the Team at Work, 4e is the result of research over 20 years with practising team coaches and with major corporations around the world. It recognises that in a complex and constantly evolving business and social environment, teams can only keep up if they adapt frequently. But to adapt, they must have clarity about their internal and external systems and how these contribute to or undermine

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performance. There are multiple aspects of team function that underpins performance - and each influences and is influenced by the others. This revised edition explores the six most significant aspects: \* Purpose and motivation \* Systems and processes relating to external stakeholders \* Relationships, especially within the team \* Systems and processes relating to internal functions (such as quality and decision-making) \* Learning (how the team adapts to keep up with the pace of change) \* Leadership (how the functions of leadership are exercised within the team) When these aspects are aligned, a team can perform at its best; but when any one or more of the aspects is malfunctioning, the result is underperformance. This book helps team coaches develop their skills to support teams in understanding these complex dynamics and, as a result, in developing more effective ways of working together.

### **The Toyota Way to Continuous Improvement: Linking Strategy and Operational Excellence to Achieve Superior Performance**

The first edition of this highly acclaimed publication received a Shingo Research and Professional Publication Prize in 2009. Explaining how to create and sustain a Lean business, it followed Cogent Power's first two Lean Roadmaps along their journey. Since then, much has changed. Several members of Cogent Power's senior management have moved on, s

## **The 7 Kata**

### **Managing to Learn**

In Developing Lean Leaders at all Levels we build on the theory in the original book, The Toyota Way to Lean Leadership, and answer the questions: How can I apply this in my organization? What concrete actions can I take to begin the journey of becoming a lean leader? How can I spread this learning to all parts of the organization? What critical tools are needed to turn the theory to practice? This book adds examples from over twenty years of experience by Dr. Liker in working with companies outside of Toyota. The book treats you as a student who will be actively engaged in developing lean leader skills as you read. It acts as a tutorial for beginning the journey.

### **Level Up Agile with Toyota Kata**

FOSTER AND SUSTAIN A "KAIZEN" CULTURE IN YOUR ORGANIZATION  
FOREWORD BY JOHN TOUSSANT, CEO OF THE DACARE  
Transforming a culture is far more about emotional growth than technical maturity. Co-written by leaders at the Kaizen Institute, "Creating a Kaizen Culture" explains how to enable an adaptive,

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excellent, and sustainable organization by leveraging core "kaizen" values and the behaviors they generate. The proven methods presented in this book will dramatically increase your chances of success in implementing a "kaizen" culture by closing the biggest gaps in the correct understanding of: WHAT KAIZEN CULTURE IS AND WHY WE NEED IT HOW EVERYONE, EVERYWHERE CAN PRACTICE "KAIZEN" EVERY DAY THE LEADER'S ROLE IN TURNING KAIZEN CULTURE INTO COMPETITIVE ADVANTAGE

Based on more than 50 years of combined experience from experts who have successfully used "kaizen" to lead real transformation in a wide variety of industries, "Creating a Kaizen Culture" reveals how to propel rapid and sustainable performance improvement. It provides a detailed and illustrated road map to organized "kaizen" implementation through kaizen events. Real-world examples demonstrate "kaizen" culture in action at Toyota, Zappos, Wiremold, and many other companies. Featuring valuable insights from Kaizen Institute leaders, this practical resource covers: WHY WE NEED A "KAIZEN" CULTURE THE TRUE MEANING OF "KAIZEN" THE ORIGIN OF THE "KAIZEN" EVENT "KAIZEN" AS A STRATEGY IN PRACTICE DAILY "KAIZEN" SUSTAINING A "KAIZEN" CULTURE ORGANIZATIONAL READINESS FOR "KAIZEN" TRANSFORMATION FACING UP TO THE CULTURE MONSTER CASE STUDIES OF REAL-WORLD "KAIZEN" IMPLEMENTATION IN ORGANIZATIONS OF VARIOUS SIZES AND INDUSTRIES.

### **Agile Kaizen**

## **The Art of Leadership**

With 14 new definitions touching on management, healthcare, startups, manufacturing, and service, the 5th edition of the Lean Lexicon, is the most comprehensive edition yet of the handy and practical glossary for lean thinkers. The latest Lexicon, updated in 2014, contains 60+ graphics and 207 terms from A3 Report to Yokoten. The Lexicon covers such key lean terms as andon, jidoka, kaizen, lean consumption, lean logistics, pull, plan-for- every-part, standardized work, takt time, value-stream mapping, and many more. The new terms are: • Basic Stability • Coaching • Gemba Walk • Huddle • Kamishibai Board • Kata • Leader Standard Work • Lean Management • Lean Management Accounting • Lean Startup • Problem Solving • Service Level Agreement • Training Within Industry (TWI) • Value-stream Improvement Unlike most other business glossaries in print or online, the Lexicon, introduced in January 2003, is focused exclusively on lean thinking and practice. Like the past four, the fifth edition of the Lean Lexicon incorporates terms and improvement ideas from our customers. We continue to welcome suggestions from the growing lean community in its traditional industries and beyond.

## **Designing the Future: How Ford, Toyota, and other World-Class Organizations Use Lean Product Development to Drive**

## **Innovation and Transform Their Business**

Winner of a Shingo Research and Professional Publication Award  
The new edition of this Shingo Prize-winning bestseller provides critical insights and approaches to make any Lean transformation an ongoing success. It shows you how to implement a sustainable, successful transformation by developing a culture that has your stakeholders throughout the o

## **The Leader's Handbook: Making Things Happen, Getting Things Done**

## **Developing Lean Leaders at All Levels**

Take the Kata path to scientific thinking and superior results! In this long-awaited companion to the groundbreaking book Toyota Kata, Mike Rother takes you to the next level of developing business mindset and capability for the 21st Century. Much more than a list of management concepts, The Toyota Kata Practice Guide walks you through the process of making improvement, adaptation, and even innovation routine behavior. Designed to help a coach (the manager) and a learner work together for developing new skillsets, The Toyota Kata Practice Guide delivers

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the information, insight, and frameworks you need to: \* Form habits that help you solve problems and achieve challenging goals \* Modify the thought patterns that drive your behavior \* Develop an organizational mindset that drives superior results The Improvement Kata gives learners the means to experiment their way through obstacles and achieve tough goals; the Coaching Kata gives managers the means to accelerate and cement their people's learning. In the new age of business, increasing efficiency and decreasing costs is no longer the end game. A manager's job today is to develop patterns of thinking and acting in their people that lead to success with any challenge. Consistent, mindful practice is the best way to do it—and The Toyota Kata Practice Guide is the best way to get there.

### **On the Mend**

When James Womack, Daniel Jones, and Daniel Roos wrote THE MACHINE THAT CHANGED THE WORLD in 1990, Japanese automakers, and Toyota in particular, were making a strong showing by applying the principles of lean production. However, the full power of lean principles was unproven, and they had not been applied outside of the auto industry. Today, the power of lean production has been conclusively proved by Toyota's unparalleled success, and the concepts have been widely applied in many industries. Based on MIT's pioneering global study of industrial competition, THE MACHINE THAT CHANGED THE WORLD offers a groundbreaking analysis of the entire lean business system, including product

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development, supplier management, sales, service, and production - an analysis even more relevant today as GM and Ford struggle to survive and a wide range of British and American companies embrace lean production. A new Foreword by the authors brings the story up to date and details how their predictions were right. As a result, this reissue of a classic is as insightful and instructive today as when it was first published.

### **2 Second Lean**

Have you experienced initial success with your Agile change initiative but found that improvement seems to have plateaued? Did you set out to become Agile but failed to truly understand what it means across organizational levels beyond vague terms like "empowerment," "high-performance teams" and "trust"? Are improvement efforts based on projects or workshops but failing to become an integrated part of your daily work and culture? Are leaders not given the responsibility and framework to become active drivers of organizational improvement and are Scrum Masters acting more like facilitators than active improvement drivers? Are your improvement efforts grounded in reactive problem solving and good intentions but failing to deliver true and measurable results? All these questions indicate that there is a "missing link" between Agile and its Lean foundations: an underpinning of continuous improvement that so many Agilists want but rarely find they can execute. Toyota Kata provides this practical

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framework, the keystone of culture, that allows an organization to attain that elusive state of continuous improvement. This book is based on the last six years of experience working with Toyota Kata in an Agile setting, helping teams, departments, business units and organizations learn how to set ambitious and measurable improvement goals and work iteratively toward them. Applying Toyota Kata to the context of innovation and knowledge work requires us to rethink some of the original elements. To that end, the book is packed with examples and cases that allow you to move beyond abstract theoretical principles. You learn a lot from mistakes but not all mistakes must be repeated by everybody (and I have made many). "I find myself paying attention and learning again, and I encourage you to do so too."-Mike Rother, author of three books on Toyota Kata"My electronic copy of the book is full of marginal commentary and highlighted sections. I found so much here to absorb and apply."-Diana Larsen, Co-founder of the Agile Fluency Model and author"Inspiring, insightful and actionable alternative to the often failing agile transformations"-Tomas Eilsø, Enterprise SAFe coach"This book is by far the most comprehensive and thoughtful approach I have seen to applying Toyota Kata in Agile IT organizations. You will find yourself going back to this book over and over again to mine the treasure trove of experience and knowledge that Jesper has meticulously laid out. In my opinion this text will be regarded as a standard that both Agile practitioners and business leaders refer to in years to come."-Michael Blaha, Director of DevOps Provation Medical"Agile practitioners take note: By 'mastering' Scrum, Kanban, or SAFe you have taken the first step. Now, read this

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book to continue your journey!"-Adam Light, Lean & Agile Consultant and Speaker and Toyota Kata coach "This book brilliantly shows how to apply Toyota Kata in knowledge work. This is a must read for agile leaders"-Håkan Forss, Lean/Agile coach passionate about continuous learning and LEGO

### **The Toyota Kata Practice Guide: Practicing Scientific Thinking Skills for Superior Results in 20 Minutes a Day**

The world's bestselling Lean expert shows service-based organizations how to go Lean, gain value, and get results—The Toyota Way. A must-read for service professionals of every level, this essential book takes the proven Lean principles of the bestselling Toyota Way series and applies them directly to the industries where quality of service is crucial for success. Jeff Liker and Karyn Ross show you how to develop Lean practices throughout your organization using the famous 4P model. Whether you are an executive, manager, consultant, or frontline worker who deals with customers every day, you'll learn how take advantage of all Lean has to offer. With this book as your guide, you'll gain a clear understanding of Lean and discover the principles, practices and tools needed to develop people and processes that surprise and delight each of your customers. These ground-tested techniques are designed to help you make continuous improvements in your services, streamline your operations, and add ever-increasing value to your

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customers. Fascinating case studies of Lean-driven success in a range of service industries, including healthcare, insurance, financial services, and telecommunications, illustrate that Lean principles and practices work as well in services as they do in manufacturing. Drawn from original research and real-world examples, *The Toyota Way to Service Excellence* will help you make the leap to Lean.

### **Creating an Effective Management System**

"This reads well it is a nice concise description of the core elements of Lean and the main elements of Agile that are relevant beyond software development." Professor Daniel T Jones Co-author of 'The Machine that Changed the World'. Want to know more about Lean? Interested in Agile? *Lean and Agile Made Simple* is a no-nonsense guide for practical people who want to make a real difference to their company, but don't want to spend hours untangling complex theories and buzz words. It is for those who like straight speaking and dislike consultancy jargon. It has real-life stories and anecdotes from the author's own experiences of helping teams implement Lean across the world. This book explains how to get the best results from a Lean and Agile approach, and even seasoned Lean consultants will see how their continuous improvement programmes can be optimised when Agile principles are used. You will also learn how to avoid the common pitfalls of change, including a structured approach to solving the right problem, and ensuring

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improvements are sustained. Processes are easy - but real change is all about taking people with you.

### **Team Kata**

The Toyota Way Fieldbook is a companion to the international bestseller The Toyota Way. The Toyota Way Fieldbook builds on the philosophical aspects of Toyota's operating systems by detailing the concepts and providing practical examples for application that leaders need to bring Toyota's success-proven practices to life in any organization. The Toyota Way Fieldbook will help other companies learn from Toyota and develop systems that fit their unique cultures. The book begins with a review of the principles of the Toyota Way through the 4Ps model-Philosophy, Processes, People and Partners, and Problem Solving. Readers looking to learn from Toyota's lean systems will be provided with the inside knowledge they need to Define the companies purpose and develop a long-term philosophy Create value streams with connected flow, standardized work, and level production Build a culture to stop and fix problems Develop leaders who promote and support the system Find and develop exceptional people and partners Learn the meaning of true root cause problem solving Lead the change process and transform the total enterprise The depth of detail provided draws on the authors combined experience of coaching and supporting companies in lean transformation. Toyota experts at the Georgetown, Kentucky plant, formally

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trained David Meier in TPS. Combined with Jeff Liker's extensive study of Toyota and his insightful knowledge the authors have developed unique models and ideas to explain the true philosophies and principles of the Toyota Production System.

### **Toyota Kata: Managing People for Improvement, Adaptiveness and Superior Results**

Winner of a 2009 Shingo Research and Professional Publication Prize. Notably flexible and brief, the A3 report has proven to be a key tool in Toyota's successful move toward organizational efficiency, effectiveness, and improvement, especially within its engineering and R&D organizations. The power of the A3 report, however, derives not from the report itself, but rather from the development of the culture and mindset required for the implementation of the A3 system. In *Understanding A3 Thinking*, the authors first show that the A3 report is an effective tool when it is implemented in conjunction with a PDCA-based management philosophy. Toyota views A3 Reports as just one piece in their PDCA management approach. Second, the authors show that the process leading to the development and management of A3 reports is at least as important as the reports themselves, because of the deep learning and professional development that occurs in the process. And finally, the authors provide a number of examples as well as some very practical advice on how to write and review A3 reports.

## **The Toyota Way Fieldbook**

Take advantage of your organization's brainpower with Kata-driven continuous improvement "This is the first book I have read that provides a clear picture of what it takes to develop and mobilize creative capability across an organization, to achieve challenging goals." Jeffrey K. Liker, author of *The Toyota Way* (from the Foreword) Nobody drives continuous improvement in real, tangible ways like Toyota, where everyone at every level works toward common, customer-related goals. At Toyota, continuous improvement is habitual. In his groundbreaking book *Toyota Kata*, Mike Rother revealed management practices that drive Toyota's success in providing value to their customers. Now, Rother and coauthor Gerd Aulinger provide the routines and know-how for scaling these practices across your entire organization. It all builds on five simple foundational questions at every level: What is the target condition? What is the actual condition? What obstacles stand in the way of the target condition? What is the next step? What have you learned from taking that step? Illustrated cover to cover, *Toyota Kata Culture* helps you visualize exactly how these methods work—so you can start putting them into action right away. You'll learn how to develop your own iterative process of trial and adjustment, build a deliberate, scientific-thinking culture that grows capability, and make aligned strategic continuous improvement part of everyday work. Achieve your goals and differentiate your organization by following the proven formula laid out in *Toyota Kata Culture*.

## **The Toyota Way to Service Excellence: Lean Transformation in Service Organizations**

The first of its kind—a Value Stream Mapping book written for those in service and office environments who need to streamline operations Value Stream Mapping is a practical, how-to guide that helps decision-makers improve value stream efficiency in virtually any setting, including construction, energy, financial service, government, healthcare, R&D, retail, and technology. It gives you the tools to address a wider range of important VSM issues than any other such book, including the psychology of change, leadership, creating teams, building consensus, and charter development. Karen Martin is principal consultant for Karen Martin & Associates, LLC, instructor for the University of California, San Diego's Lean Enterprise program, and industry advisor to the University of San Diego's Industrial and Systems Engineering program. Mike Osterling provides support and leadership to manufacturing and non-manufacturing organizations on their Lean Transformation Journey. In a continuous improvement leadership role for six years, Mike played a key role in Square D Company's lean transformation in the 1990s.

## **Toyota Kata Culture: Building Organizational Capability and Mindset through Kata Coaching**

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"The decades of experience-based wisdom that Graupp, Steward and Parsons share will set you on a new path to a more joyful organization and the tangible results it will produce." Rich Sheridan, CEO, Menlo Innovations; author of Joy, Inc. and Chief Joy Officer "A fine book by skilled practitioners that integrates Kata and TWI, with Strategy Deployment in pursuit of an integrated management system. Well done, Skip, Brad and Patrick." Pascal Dennis, president, Lean Pathways Inc.; author of Lean Production Simplified, Andy & Me, Andy & Me and the Hospital, Getting the Right Things Done, and The Remedy "In this practical and engaging book, Patrick Graupp, Skip Steward, and Brad Parsons give a concise and extremely clear explanation of what systems thinking looks like in a healthcare setting. And they do so in a way that translates easily to any type of organization. Highly recommended!" Alan Robinson, co-author of Ideas Are Free and The Idea-Driven Organization Despite the vast library of knowledge on Lean tools and models, the majority of Lean implementations fail to sustain themselves over time for lack of a functioning management system. In turn, when organizations try to apply a prescribed, one-size-fits-all, management system they inevitably find that what works for others may not work quite as well in their unique situation. Putting the right pieces in the right places is the prime challenge for every organization and no two successful management systems will, or should, be the same. This book provides and examines core principles that must be in place for an organization to find what an effective management system should constitute for them. It outlines key elements and how they work together as a necessary system

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to achieve overall success. Based on their extensive experience with organizational development and hands-on leadership in policy deployment, TWI and Kata, the authors describe their own journey in helping organizations discover and develop systems that function like well-designed and smooth-running machines while capturing the humanistic aspects of the foundational skills that emphasize the inherent synergy of the system. Readers will learn to help their own organizations "connect the dots" between the various pieces of Lean methodology and effectively create their own management systems that ultimately fulfil customers' needs and expectations.

### **Creating Continuous Flow**

"Lead With Respect is a terrific book that puts the elements of genuine motivation into a broader context and helps leaders translate those principles into action."  
—Daniel H. Pink, author of *To Sell Is Human* and *Drive* "The Ballé books are a great way to get started or to speed up your pace of transformation, personal and organizational." —Jim Womack, Founder of Lean Enterprise Institute In their new business novel *Lead With Respect*, authors Michael and Freddy Ballé reveal the true power of lean: developing people through a rigorous application of proven tools and methods. And, in the process, creating the only sustainable source of competitive advantage—a culture of continuous improvement. In this engaging and insightful story, CEO Jane Delaney of Southcape Software discovers from her

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sensei Andy Ward that learning to lead with respect enables her to help people improve every day. “For us, lean is all about challenging yourself and each other to find the right problems, and working hard every day to engage people in solving them,” he says. Lead With Respect’s timely message brings a new understanding of lean. While lean has become essential for companies to compete in today’s global economy, most practitioners see it as a rigorous focus on process to produce higher quality goods and services—a limited understanding that fails to realize the true power of this approach. This new novel by the Ballés, the third in a series that includes Shingo Research Award-winners The Gold Mine and The Lean Manager, breaks new ground by sharing huge amounts of practical information on the most important yet least understood aspect of lean management: how to develop people through a rigorous application of lean tools. You’ll learn: How to apply Lead With Respect attitudes to the lean tools you are using now so that you develop a truly sustainable lean culture. What specific steps to follow to make lean leadership behaviors daily habits. How to manage with respect through the emotion, conflict, tension, and self-doubt that you’ll face during a lean transformation.

### **Lead With Respect**

Create more scientific thinking in your company—two popular guides in one convenient package The Toyota Kata Field Guide Power Pack includes Mike

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Rother's groundbreaking companion volumes to his internationally renowned Toyota Kata—the book that launched a global business movement toward a scientific thinking management process that drives continuous improvement. The package includes: The Toyota Kata Practice Guide—a hands-on guide giving both the coach and the learner all the “starter Kata” for everyday practice, and Toyota Kata Culture—an illustrated look at how to deploy a Kata coaching chain that creates organizational capability to continually adapt, improve, and innovate.

### **Learning to See**

Agile teams have been struggling with the concept of continuous improvement since the first Agile frameworks were developed, and still very little has been written about the practice of continuous improvement in Agile environments. Although team retrospectives have been prescribed and some practices have been introduced in order to implement and facilitate them, the truth is that most Agile teams are conducting dull retrospectives that end with a list of things that have been done wrong, just to repeat the same list two weeks later at the next meeting. Instead of listing hundreds of Japanese-labeled tools, this book gives you practical insights into how to spot improvement opportunities, how to plan for improvement and how to engage everyone in your company in the Kaizen process. In addition, it will also provide you with 27 proven practices and 12 bonus activities to introduce into your retrospectives in order to keep them fresh, creative and exciting, so you

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can promise a team that, in a year's time, no two retrospectives will be alike. This book helps you as a manager, team leader, change agent or consultant in any type of organization to unleash the real power of Kaizen cultures – no matter what kind of organization, market, product, technology, vision, goal or size. It provides you with the background, tools and practical hints on how to engage your organization in a process of continuous quest for new and better ways of performing.

### **Staying Lean**

Many people think leadership is a higher calling that resides exclusively with a select few who practice and preach big, complex leadership philosophies. But as this practical book reveals, what's most important for leadership is principled consistency. Time and again, small things done well build trust and respect within a team. Using stories from his time at Netscape, Apple, and Slack, Michael Lopp presents a series of small but compelling practices to help you build leadership skills. You'll learn how to create teams that are highly productive, highly respected, and highly trusted. Lopp has been speaking and writing about this topic for over a decade and now maintains a Slack leadership channel with over 13,000 members. The essays in this book examine the practical skills Lopp learned from exceptional leaders—as a manager at Netscape, a senior manager and director at Apple, and an executive at Slack. You'll learn how to apply these lessons to your own experience.

## Lean Lexicon

Building upon the international bestselling Toyota Way series of books by Jeffrey Liker, *The Toyota Way to Continuous Improvement* looks critically at lean deployments and identifies the root causes of why most of them fail. The book is organized into three major sections outlining: Why it is critical to go beyond implementing lean tools and, instead, build a culture of continuous improvement that connects operational excellence to business strategy Case studies from seven unique industries written from the perspective of the sensei (teacher) who led the lean transformation Lessons about transforming your own vision of an ideal organization into reality Section One: Using the Plan-Do-Check-Adjust (PDCA) methodology, Liker and Franz contrast true PDCA thinking to that of the popular, superficial approach of copying "lean solutions." They describe the importance of developing people and show how the Toyota Way principles support and drive continuous improvement. Explaining how lean systems and processes start with a purpose that provides a true north direction for all activities, they wrap up this section by examining the glaring differences between building a system of people, processes, and problem- solving that is truly lean versus that of simply trying to "lean out" a process. Section Two: This section brings together seven case studies as told by the sensei who led the transformation efforts. The companies range from traditional manufacturers, overhaul and maintenance of submarines, nuclear fuel rod production, health care providers, pathology labs, and product development.

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Each of these industries is different but the approaches used were remarkably similar. Section Three: Beginning with a composite story describing a company in its early days of lean implementation, this section describes what went right and wrong during the initial implementation efforts. The authors bring to light some of the difficulties the sensei faces, such as bureaucracies, closed-minded mechanical thinking, and the challenges of developing lean coaches who can facilitate real change. They address the question: Which is better, slow and deep organic deployment or fast and broad mechanistic deployment? The answer may surprise you. The book ends with a discussion on how to make continuous improvement a way of life at your company and the role of leadership in any lean transformation. The Toyota Way to Continuous Improvement is required reading for anyone seeking to transcend his or her tools-based approach and truly embrace a culture of continuous improvement.

### **The Certified Quality Inspector Handbook**

Lead your organization into the 21st century with the help of this groundbreaking book that is already creating a stir in corporate boardrooms across America! In a book that does for managers what his mega-bestseller, *The Team Handbook*, did for teams, Peter Scholtes, who is widely acknowledged as one of the most influential Quality leaders of the decade, shows the real root of management problems. Learn how to stop blaming your workers and start changing the systems

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with the help of activities and exercises that enable you to immediately begin implementing breakthrough improvements in all your work processes!

### **The Harada Method the Spirit of Self-Reliance**

With 28 new chapters, the third edition of The Practice of System and Network Administration innovates yet again! Revised with thousands of updates and clarifications based on reader feedback, this new edition also incorporates DevOps strategies even for non-DevOps environments. Whether you use Linux, Unix, or Windows, this new edition describes the essential practices previously handed down only from mentor to protégé. This wonderfully lucid, often funny cornucopia of information introduces beginners to advanced frameworks valuable for their entire career, yet is structured to help even experts through difficult projects. Other books tell you what commands to type. This book teaches you the cross-platform strategies that are timeless! DevOps techniques: Apply DevOps principles to enterprise IT infrastructure, even in environments without developers Game-changing strategies: New ways to deliver results faster with less stress Fleet management: A comprehensive guide to managing your fleet of desktops, laptops, servers and mobile devices Service management: How to design, launch, upgrade and migrate services Measurable improvement: Assess your operational effectiveness; a forty-page, pain-free assessment system you can start using today to raise the quality of all services Design guides: Best practices for networks, data

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centers, email, storage, monitoring, backups and more Management skills: Organization design, communication, negotiation, ethics, hiring and firing, and more Have you ever had any of these problems? Have you been surprised to discover your backup tapes are blank? Ever spent a year launching a new service only to be told the users hate it? Do you have more incoming support requests than you can handle? Do you spend more time fixing problems than building the next awesome thing? Have you suffered from a botched migration of thousands of users to a new service? Does your company rely on a computer that, if it died, can't be rebuilt? Is your network a fragile mess that breaks any time you try to improve it? Is there a periodic "hell month" that happens twice a year? Twelve times a year? Do you find out about problems when your users call you to complain? Does your corporate "Change Review Board" terrify you? Does each division of your company have their own broken way of doing things? Do you fear that automation will replace you, or break more than it fixes? Are you underpaid and overworked? No vague "management speak" or empty platitudes. This comprehensive guide provides real solutions that prevent these problems and more!

### **Lean and Agile Made Simple**

How companies are using lean development to revolutionize their product and service offerings—vital lessons any business leader can use as an engine of

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innovation How did Ford Motors use Lean Development to pull off one of the most impressive corporate turnarounds in history? Largely by avoiding the mistakes that so many companies make when in a death spiral. They looked beyond manufacturing efficiency to change the very fundamentals of how they developed vehicles. In *Designing the Future*, Lean product development expert James Morgan and world-renowned Lean guru Jeffrey K. Liker reveal why so many companies have achieved only moderate success with Lean in operations, with a limited impact on their overall business. They take you through the process of bringing the best of Lean management to your enterprise—in order to link your business strategy to superior value designed for customers. The authors provide an actionable approach to building a better future for your business fueled by an iterative, integrated process that relies on simultaneous engineering, linking strategy and vision. They illustrate how to empower skilled and talented people to make collaboration and innovation a habit—hour to hour and day to day. It's the secret of full implementation of Lean—and this groundbreaking guide takes you through every step of the process. The best way to predict the future is to create it. With *Designing the Future*, you have everything you need to create a flexible, iterative business-transformation process that takes you from strategic vision to value stream creation for maximum customer value delivery.

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