

The TWI Workbook: Essential Skills For Supervisors, Second Edition

Featuring strategies employed in Lean, this volume describes the experiences of organizations using TWI more than 60 years after the Training Within Industry program turned the U.S. into the industrial giant that won World War II. Based on their experience implementing TWI in organizations as diverse as Virginia Mason Medical Center and Donnelly Ma

Within the framework of New Literacy Studies, Dirk Remley presents a historical study of how technical communication practices at a World War II arsenal sponsored literacy within the community in which it operated from 1940 to 1960 and contemporary implications of similar forms of sponsorship. The Training within Industry (TWI) methods developed by the U.S. government and industry at that time included multimodal literate practices, particularly combinations of visual, oral, experiential, and print-linguistic text. Analyses reveal a hierarchy in which print-linguistic literacies were generally esteemed at the workplace and in the community. This literacy hierarchy contributed to a catastrophic accident that killed 11 people, prompting changes in the approach to designing certain training documents. This book links technical communication, especially the multimodal forms of representation commonly found in technical communication and instructional materials, to the concept of literacy sponsorship. The TWI methods used in training and system improvement during World War II are currently applied in business and industry as part of the "lean operating" and "continuous improvement" philosophies. These methods have also become part of the experiential learning philosophy favored in academia. Remley includes examples of current applications of multimodal forms of technical communication similar to those used at the arsenal as well as new media-related applications related to training and instruction. He also discusses their implications for literacy sponsorship. This book provides useful information for technical communication and literacy scholars and educators as well as practical case studies for business leaders, consultants, and practitioners. Intended Audience: Scholars in technical communication and literacy/writing studies; scholars in business (especially management and organizational analysis) and business communication consultants; scholars in history and sociology.

Winner of a Shingo Research and Professional Publication Award! At the heart of Lean and Six Sigma is the same, unique business operating system: hoshin kanri. It is a method of strategic planning and a tool for managing complex projects, a quality operating system geared to ensuring that organizations faithfully translate the voice of the customer into new products, and a business operating system that ensures reliable profit growth. The true power of hoshin kanri, however, is two-fold -- it is a superior organizational learning method as well as a competitive resource development system. Hoshin Kanri for the Lean Enterprise, by Tom Jackson, explains how you can implement, identify and manage the critical relationships among your markets, design characteristics, production systems, and personnel to satisfy your customers and beat your competition. This practical workbook provides— A new understanding of hoshin kanri as a grand experimental design implemented through a system of team agreements. Clear explanations of the steps of hoshin kanri. A measure of overall business effectiveness used to determine the focus of corporate strategy. A new, improved X-matrix that incorporates a lean "balanced scorecard" for identifying improvement opportunities and converting them readily into bottom line results as a value stream P&L in terms that financial managers and accountants can understand and support. A CD containing forms, meeting agendas, and examples of X-matrices that serve marketing and design engineering as well as manufacturing. This workbook will show you the mechanics of implementing hoshin kanri, so that you can systematically improve your brand equity, implement Lean manufacturing and Six Sigma, and integrate your suppliers into a Lean and Six Sigma organization.

Personal Conflict Management utilizes a modernized theory/skill approach to interpersonal conflict, placing equal emphasis on the theoretical and practical. Supporting the notion that there is not one correct approach to conflict management, and utilizing the authors' shared experiences as mediators and organizational facilitators, this text demonstrates the value of collaborative models for resolving conflict and the necessity and benefits in understanding competitive approaches. Through the inclusion of both competitive and cooperative theories, the authors present contrasting perspectives of conflict management. Beginning with an introduction to conflict, the text examines the major approaches and theories of conflict management. Following a discussion of the causes and variables which exist within conflicts, the skills necessary for conflict management are analyzed, including listening, the ability to seek information, the importance of understanding personality types and behavior patters, negotiation, and conflict assessment. The final two sections of the text take the reader beyond the basics, exploring the difficulties encountered in conflict management, the aftermath to a conflict, and conflicts in context, applying the theoretical concepts to everyday situations. Written in an academic yet reader-friendly style, this textbook is enjoyable and thought-provoking for both students and instructors. Case studies, examples, essay suggestions, discussion questions, etc support an interactive environment that optimizes learning opportunities. Instructors will find these features useful in the development of classroom discussions and assignments, while students will benefit from the opportunity to examine their own conflict behavior and enhance their skills in conflict management.

Eliminating Human Errors in Production and Service Processes

Enabling and Sustaining Your Lean Transformation

Lessons Learned from Italian Businesses

TWI Case Studies

Creating and Managing a Skills-Based Culture

Standard Work, Continuous Improvement, and Teamwork

Total Flow Management. Kaizen per l'eccellenza nella supply chain e oltre

Winner of a Shingo Prize for Excellence in Manufacturing Research Training Within Industry, by Donald Dinero, explores a crucial piece of a Lean initiative that has been overlooked throughout U.S. industry. The Training Within Industry (TWI) program developed by the United States during World War II has Encouraging efficiency, clarity, and disciplined thinking, A3 Problem Solving identifies a problem, describes the objective, and summarizes fact finding and action steps, all on a single A3-sized piece of paper. This approach provides all employees at all levels with a method to quickly identify a problem, analyze it to root cause, select appropriate countermeasures, and communicate necessary actions to decision makers. The A3 Workbook: Unlock Your Problem-Solving Mind is designed to teach A3 Problem Solving to workers at every level of an organization. Uniquely qualified to author this workbook, Daniel Matthews is an expert trainer with 30 years of training experience including Lean implementation and Training within Industry (TWI). Fourteen of those years he spent with the Toyota Company, which created and made use of the A3 as a core component of continuous quality improvement. This workbook provides a practical tool for solving specific problems or for making a specific proposal, while also encouraging the development of a corporate culture that empowers all employees to support continuous improvement. The workbook follows the progression of a basic A3 Problem Solving format, offering instructions every step of the way. To reinforce learning, it includes – Case studies that readers can use to complete A3s Tips on how to improve the readability of A3s Examples of Problem Solving A3s, and a Proposal A3 Exercises to reinforce what’s learned Worksheet templates that can be reproduced for future problem solving An effective problem-solving process is a critical part of implementing efficient business practices and a problem-solving culture is a fundamental component of empowering employees to support business improvements. Both of these components, taken together, can help any organization make continuous improvements on the long journey to creating a more productive and profitable business.

Interest in the phenomenon known as "lean" has grown significantly in recent years. This is the first volume to provide an academically rigorous overview of the field of lean management, introducing the reader to the application of lean in diverse application areas, from the production floor to sales and marketing, from the automobile industry to academic institutions. The volume collects contributions from well-known lean experts and up-and-coming scholars from around the world. The chapters provide a detailed description of lean management across the manufacturing enterprise (supply chain, accounting, production, sales, IT etc.), and offer important perspectives for applying lean across different industries (construction, healthcare, logistics). The contributors address challenges and opportunities for future development in each of the lean application areas, concluding most chapters with a short case study to illustrate current best practice. The book is divided into three parts: The Lean Enterprise Lean across Industries A Lean World. This handbook is an excellent resource for business and management students as well as any academics, scholars, practitioners, and consultants interested in the "lean world."

This two-volume set LNCS 10909 and 10910 constitutes the refereed proceedings of the 10th International Conference on Virtual, Augmented and Mixed Reality, VAMR 2018, held as part of HCI International 2018 in Las Vegas, NV, USA. HCII 2018 received a total of 4346 submissions, of which 1171 papers and 160 posters were accepted for publication after a careful reviewing process. The 65 papers presented in this volume were organized in topical sections named: interaction, navigation, and visualization in VAMR; embodiment, communication, and collaboration in VAMR; education, training, and simulation; VAMR in psychotherapy, exercising, and health; virtual reality for cultural heritage, entertainment, and games; industrial and military applications.

The Igbo Traditional Business School (I-TBS)

Learn to Write the Lowercase Alphabet

Measuring the Impact of Lean Techniques on Performance Indicators in Logistics Operations

African Accents

Taking Control of Your Future

Wie Top-Entscheider Potenziale zur Optimierung erkennen und nutzen

Introduction to Applied Creative Thinking

Addressing the challenges involved in achieving standard work in health care, Getting to Standard Work in Health Care: Using TWI to Create a Foundation for Quality Care describes how to incorporate the most widely used Training Within Industry (TWI) method, the Job Instruction (JI) training module, to facilitate performance excellence and boost emp

Im aktuellen Gesundheitsmarkt entstehen vielfältige innovative Produkte und Dienstleistungen, die dazu beitragen, die Qualität und Sicherheit der medizinischen Versorgung weiter zu steigern. Voraussetzung für die Entstehung von Innovationen sind Akteure, die Potenziale und Lösungswege aufspüren und den Mut haben kreative Ideen in die Tat umzusetzen sowie ein innovationsfreundliches Klima in Unternehmen. Dazu gehören Handlungsspielräume zum Ausprobieren, Erproben und Experimentieren für Mitarbeiter und auf der Führungsebene eine Akzeptanz für ein gewisses Maß an Fehlschlägen, die bei der Suche nach Lösungen entstehen. Nur so können Innovationen den Ausgangspunkt für den wirtschaftlichen Erfolg von Unternehmen bilden und zur treibenden Kraft in der Gesundheitswirtschaft werden.Dieses Buch stellt Best-Practice-Beispiele vor und zeigt dabei auf, welche Ansätze, Vorgehensweisen und Methoden sich für das Erreichen von unternehmerischen Innovationszielen besonders gut eignen. Zugleich bietet es einen ganzheitlichen Ansatz von Innovationsmanagement für Entscheidungsträger, Praktiker und Wissenschaftler.

Standardized Work with TWI: Eliminating Human Errors in Production and Service Processes presents the Training within Industry (TWI) program and describes how it can influence and alter one's understanding of work standardization. Work standardization is the key to eliminating human errors from manufacturing and service processes. Work standardization is not just the creation of job instructionslit is a comprehensive approach in which employees are formally trained and their skills in the area of work improvement are developed by kaizen sessions. With poor instructions, though, the effectiveness of these two key activities in the work standardization process is practically impossible to achieve. The book introduces you to 41 rules for standard work instruction (SWI) preparation. Following these rules will ensure that the instructions in your company are ideally suited to train operators and improve work. The author developed these rules based on his professional experience and practice within the TWI program in more than 120 manufacturing and service enterprises, while creating thousands of SWIs. These rules are a clear set of signposts that will help you develop a correct SWI on the first attempt without any unnecessary correction of errors. The quality of SWIs significantly affects how on-the-job training sessions are run, as well as how work analysis with respect to improvement is conducted.

TWI Case Studies: Standard Work, Continuous Improvement, and Teamwork provides the insight of leading experts to assist in the execution of Training Within Industry (TWI) the game-changing business tool. Presented as a series of case studies from a range of corporations with a variety of products and needs, it illustrates the rebirth of TWI program

Praxishandbuch Operative Wertsteigerung

10th International Conference, VAMR 2018, Held as Part of HCI International 2018, Las Vegas, NV, USA, July 15-20, 2018, Proceedings, Part I

The Routledge Companion to Lean Management

Implementing TWI

The A3 Workbook

Using TWI to Create a Foundation for Quality Care

Training Within Industry

ATTENTION TRAINERS: It's Not About YOU - It's About the LEARNER! What is the biggest mistake a trainer can make? Quite simply, it is focusing all of their efforts on themselves and not their students! Many inexperienced trainers fall into this trap, but it doesn't have to happen to you! This book provides easy-to-execute examples that, when a trainer look like a seasoned pro in just one day! You will learn how to structure the classroom experience in such a positive way that I guarantee it will make a difference in your professional life and in the lives of your participants. The techniques outlined in this book will help you to become the Great Trainer you have always wanted to be. When you use these methods, Great Trainers make it happen! Inside, you will discover how to: -Create an inviting physical and emotional learning environment for your students. An inviting learning environment leads to higher levels of participation, retention, and on-the-job application! -Be less of an instructor and more of a "Tour Guide." Utilizing tour guides to teach anything-but-ordinary, causing people to look forward to your next event! -Utilize Great Trainer techniques whether you're facilitating a 5-day course, a 60-minute training session, or a 15-minute presentation! -Apply the techniques that will help you go WACCO for your participants - without spending a dime! Get on the road to continuous improvement!

The TWI WorkbookEssential Skills for Supervisors, Second EditionCRC Press

This book explains the implementation of just in time (JIT) production in an industrial context, while also highlighting the application of various, vital lean production tools. Shifting the trade-off between productivity and quality, the book discusses the preparation stages needed before implementing a JIT system. After an introduction to lean production, the book moves on to the fundamentals and practice of Kaizen, paying special attention to lean manufacturing tools. The book demonstrates how to use the 5S approach (with the stages of Seiri, Seiton, Seiso, Seiketsu and Shitsuke), Standardized Work, Single Minute Exchange of Die (SMED) and the Kanban system. In brief, the book provides an understanding of the application of these tools and highlights the benefits attained by companies that have implemented JIT systems. Throughout the book, a real-world case study is used to deepen readers' understanding of how lean manufacturing tools can be implemented. The book is ideally suited for executive courses in industrial engineering and management, as well as for undergraduate and graduate courses at universities.

Here is a new text that fulfills an emerging need in both higher and public education and stands to break new ground in addressing critical skills required of graduates. When working on their last book, It Works for Me, Creatively, the authors realized that the future belongs to the right-brained. While Daniel Pink and other visionaries may have predicted that the creative campus, while secondary education is desperately seeking a complement to the growing assessment/teach-to-the-test mentality. You don't have to study the 2010 IBM survey of prominent American CEOs to know that the number one skill business wants is students who can think creatively. To meet the demand of the future, authors have developed a 200-page "textbook" suitable for secondary or higher education courses that are jumping on this bandwagon. Introduction to Applied Creative Thinking, as the title suggests, focuses not on just developing the skills necessary for creative thinking, but on having students apply those skills; after all, true creative thinking is both novel and useful. Such a book may also be used successfully by professional developers in business and education. For this book, Hal Blythe and Charlie Sweet are joined in authorship by Rusty Carpenter. He not only directs Eastern Kentucky University's Noel Studio for Academic Creativity but has co-edited a book on that subject, High Performance Learning and Community Partnerships (2011) and the forthcoming Cases on Higher Education Spaces (2012). Introduction to Applied Creative Thinking is student-friendly. Every chapter is laced with exercises, assignments, summaries, and generative spaces. Order copies now or contact the publisher for further information.

Job Instruction

Toyota Kata, TWI, and Lean Training

Complications in Regional Anesthesia and Pain Medicine

Workplace Literacy Hierarchies and Their Implications for Literacy Sponsorship

Unlock Your Problem-Solving Mind

Technologien, Produkte und Dienstleistungen voranbringen

Exploding Technical Communication

This workbook contains a variety of exercises and activities designed to help young learners advance the fine motor skills that are essential to the handwriting process, beginning by tracing lines and curves, and then gently introducing some letter-writing practice. Several mazes are also included in the book as a fun way to promote visual motor skills, eye-hand coordination, and problem-solving skills. Young students are introduced to the letters of the alphabet in exercises that have them trace Lowercase Alphabet and then practice writing them on their own. Numbers are also presented in an engaging way, with a lesson in phonetics as well as exercises for tracing and writing numerals. A section of connect-the-dot games provides more motor skills development along with helping children learn the order of alphabet, while fill-in-the-blank games reinforce alphabet learning in a different way and provide more practice in writing the missing letters. My BIG Book of Writing! is a versatile tool that can help children who are struggling with writing skills to work at a comfortable level, as well as assisting those for whom writing comes more easily to experience the multitrack learning their developing minds are hungry to absorb. Whatever level a child is at, the activities and exercises in this workbook will stimulate the learning process and prepare him or her for reading and other learning challenges ahead.

This completely reworked version of a previously published title describes how kaizen can be used to create world-class logistics and supply chains regardless of industry, and then proves the theory using a case study of a highly successful implementation

This book examines an indigenous Africa-centric business model practised by the Igbos of south-eastern Nigeria for decades. The unique framework and rules of operation, collectively referred to as the Igbo-Traditional Business School (I-TBS) in this book, is underpinned by the 'Igbo-boi' apprenticeship.

Since the publication of its Shingo Prize-winning predecessor, TWI programs have seen steady growth in usage. As a true understanding of Standard Work has developed, the need for the TWI skills as fundamental tools to achieve Lean objectives has been solidified. The TWI Workbook: Essential Skills for Supervisors, Second Edition has been completely updated to the latest terminology and practice. This edition includes revised forms and tools, as well as new examples that illustrate current day TWI practice. Emphasizing the importance of accident and injury prevention, this edition includes an entirely new section on Job Safety, a fourth TWI module that was developed in Japan using the identical TWI methodology of the original three programs introduced in the original work. This updated edition includes new chapters on: Four Steps of Job Safety: Preventing Accidents before They Happen Two Key Aspects to Safety: Things and People Practicing Safety Things and People Practicing Safety the JS Method TWI's Problem Solving Training In addition to a new chapter on the TWI problem-solving methodology, this edition contains a new introduction with a more complete description of how TWI was reintroduced into American industry, including detailed information on the contribution TWI made at Toyota that was

not available when the original book was published. Focusing on how the TWI skills create and support standardized work as the foundation for Lean and continuous improvement, the book includes detailed explanations on how to determine important steps and find key points that lead the way to standardized work. A new section on making a balanced breakdown has also been added, with new examples of Job Instruction breakdowns. The book also features a new conclusion that compares the historical role of TWI with what companies today are experiencing using the TWI methodology.

Sensational Presentation Skills

Great Trainers Make It Happen

Lean IT

How to Study and Teaching How to Study

Target

Standardized Work with TWI

A Comprehensive Guide to Lean Methodologies and Management Practices, Second Edition

Building a Global Learning Organization: Using TWI to Succeed with Strategic Workforce Expansion in the LEGO Group describes how a multinational company developed a global structure for learning based on the TWI (Training Within Industry) program to create and sustain standardized work across multiple language and cultural platforms. In this book,

Help make good nutrition a more reachable goal by encouraging your child to take a more vigilant role in it. You have to remember that you won't always be there to watch what your child eats. That is why it is important that you train you child to choose the right foods all the time. Read a copy of this educational book today!

Lean Transformations for Small and Medium Enterprises: Lessons Learned from Italian Businesses summarizes two decades of research, teaching, and practice on lean thinking. Based on quantitative analysis of 100 cases of Lean transformations and 20 in-depth case studies of successfully transformed SMEs, it explains how to undertake lean transformations that lead to operational and financial performance improvement, and uses the Lean Transformation Framework --conceptualized by John Shook at the Lean Enterprise Institute—as a practical approach to design and de-risk the transformation process. SMEs’ leaders wishing to undertake and sustain a lean transformation must: Make a serious and lasting commitment to transform, avoiding the temptation to change course of action; Choose accurately the value streams that require improvement as defined by strategy deployment; Build capabilities to sustain the transformation; Lead by example by going to gemba and creating a culture of respect for people that goes beyond the visible devices and artifacts of Lean tools.

Wie können Investoren und Manager durch operative Verbesserungen den Wert eines Unternehmens nachhaltig steigern? Basierend auf ihrer mehrjährigen Beratungserfahrung liefern die Autoren fundierte und praxistaugliche Hinweise, wie die wesentlichen Werttreiber identifiziert und positiv beeinflusst werden können. Die klare Struktur des Handbuchs ermöglicht die gezielte Suche nach geeigneten Management-Instrumenten. Zusammenfassungen, Abbildungen und Checklisten helfen, die wesentlichen Konzepte auch in kurzer Zeit zu verinnerlichen und umzusetzen.

Implementation Through Lean Manufacturing Tools

Theory and Practice

Iron! Foods That Give You Daily Iron - Healthy Eating for Kids - Children's Diet & Nutrition Books

Concepts, Guidelines, Best-Practice Examples

The 7 Kata

Lean Manufacturing

The Foundation of Lean

In un periodo di turbolenza economica come quello attuale, all’impresa è richiesto di mettere in campo strategie diverse per conoscere sempre meglio i bisogni dei clienti aumentando la presa diretta sul mercato e innovando senza sosta, nel prodotto e nel processo. Un’innovazione che non può più essere «one shot», ma deve diventare un elemento strutturale della vita aziendale. Al sistema di produzione è inoltre richiesto di migliorare contemporaneamente le performance industriali e di essere flessibile e veloce nell’avviare nuovi prodotti, modificare linee, layout e intere supply chain. A oggi l’approccio Kaizen è il modello più efficace per realizzare questi obiettivi e supportare la strategia, ma solo una piccola parte delle aziende che abbracciano questo nuovo paradigma riesce a svilupparne il pieno potenziale, la cui chiave di volta consiste nella capacità di rendere semplice ciò che è complesso. p.p1 {margin: 0.0px 0.0px 0.0px 0.0px; font: 12.0px Helvetica}

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 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-fits 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 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.

"How to Study and Teaching How to Study" by Frank M. McMurry. Published by Good Press. Good Press publishes a wide range of titles that encompasses every genre. From well-known classics & literary fiction and non-fiction to forgotten?or yet undiscovered gems?of world literature, we issue the books that need to be read. Each Good Press edition has been meticulously edited and formatted to boost readability for all e-readers and devices. Our goal is to produce eBooks that are user-friendly and accessible to everyone in a high-quality digital format.

Getting to Standard Work in Health Care

Hoshin Kanri for the Lean Enterprise

Virtual, Augmented and Mixed Reality: Interaction, Navigation, Visualization, Embodiment, and Simulation

Building a Global Learning Organization

Integrating Policy Deployment, TWI, and Kata

Essential Skills for Supervisors, Second Edition

Excel for Business

This book presents the state of the art of learning factories. It outlines the motivations, historic background, and the didactic foundations of learning factories. Definitions of the term learning factory and a corresponding morphological model are provided as well as a detailed overview of existing learning factory approaches in industry and academia, showing the broad range of different applications and varying contents. Learning factory best-practice examples are presented in detailed and structured manner. The state of the art of learning factories curricula design and their use to enhance learning and research as well as potentials and limitations are presented. Further research priorities and innovative learning factory concepts to overcome current barriers are offered. While today numerous learning factories have been built in industry (big automotive companies, pharma companies, etc.) and academia in the last decades, a comprehensive handbook for the scientific community and practitioners alike is still missing. The book addresses therefore both researchers in production-related areas, that want to conduct industry-relevant research and education, as well as managers and engineers in industry, who are searching for an effective way to train their employees. In addition to this, the learning factory concept is also regarded as an innovative learning concept in the field of didactics.

This is a comprehensive workbook for actors, covering the key characteristics and profiles of a wide range of African accents of English. Its unique approach not only addresses the methods and processes by which to go about learning an accent, but also looks in detail at each example. This lets the reader plot their own route through the learning process and tailor not only their working methods but also their own personal idiolect. Full breakdowns of each accent cover: an introduction giving a brief history of the accent, its ethnic background, and its language of origin preparatory warm-up exercises specific to each accent a directory of research materials including documentaries, plays, films and online resources key characteristics such as melody, stress, pace and pitch descriptions of physical articulation in the tongue, lips, jaw, palate and pharynx practice sentences, phoneme tables and worksheets for solo study. African Accents is accompanied by a website at www.routledge.com/cw/mcguire with an extensive online database of audio samples for each accent. The book and audio resources guide actors to develop their own authentic accents, rather than simply to mimic native speakers. This process allows the actor to personalize an accent, and to integrate it into the creation of character rather than to play the accent on top of character.

2 Excel Books + 2 Free Bonus Books Included!Do You Want to Learn How to Master Excel? Get This Book and Follow My Step by Step Explanations!This Excel Bundle Contains: Excel for Everyone - The Simplest Way to Enter the Rich World of the Calc Spreadsheet Excel - Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling Excel for Everyone: The Simplest Way to Enter the Rich World of FormulasWhen looking for the type of job that will help you get ahead in the world, one recurring skills gets asked about time, after time, after time. Despite the prevalence of spreadsheet software on every business computer for nearly 30 years, many people are still confounded when it comes to even completing basics tasks in Microsoft Excel. If you are tired of working harder, not smarter, then Excel for Everyone: The Simplest Way to Enter the Rich World of the Calc Spreadsheet is the book you have been waiting for. This book is written for those who have heard about Excel and how useful it is for years, if not decades and are finally ready to take the plunge and learn everything there is to know about Excel basics. It describes everything you need to know when it comes to understanding what Excel is for and when to use it for the best results. Contents Chapter 1: Understanding Excel Chapter 2: Primary Interactions with Excel Chapter 3: Sorting and Filtering Data Chapter 4: All about Formulas and Functions Chapter 5: Sharing Your Work Chapter 6: Error Messages and Bonus Tips And more... Excel: Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling.Spreadsheets and the programs that create them are as common in the business world as cubicles and yet many people still don't know how to take full advantage of the software they use to create these ever-present files; despite the fact that it could ultimately save them time, headaches, even money in the long run. If you want to ensure you are getting the most out of your spreadsheet software then, Excel: Strategic Use of the Calc Spreadsheet in Business Environments, Data Analysis and Business Modeling is the book you have been waiting for. This book is written for those who are already familiar with all of the basics that these programs have to offer and are looking to take their game to another level. It describes everything you need to know when it comes to time saving things like making the most of Vertical or Horizontal Lookup features, productivity macros and the spreadsheet program's extensive filter function. Contents Chapter 1: Data Validation Functioning Chapter 2: Conditional Formulas Chapter 3: Matrixal Functions Chapter 4: Vertical Lookup/Horizontal Lookup Chapter 5: Management of the Name Box Chapter 6: Filters Chapter 7: Pivot Tables Chapter 8: Make the Most of Macros Chapter 9: Modeling Management Chapter 10: Power View Take action befor price raises! Lean Production for Competitive Advantage: A Comprehensive Guide to Lean Methodologies and Management Practices, Second Edition introduces Lean philosophy and illustrates the effective application of Lean tools with real-world case studies. From fundamental concepts to integrated planning and control in pull production and the supply chain, the text provides a complete introduction to Lean production. Coverage includes small batch production, setup reduction, pull production, preventive maintenance, standard work, as well as synchronizing and scheduling Lean operations. Detailing the key principles and practices of Lean production, the text also: Illustrates effective implementation techniques with case studies from a range of industries. Includes questions and completed problems in each chapter. Explains how to effectively partner with suppliers and employees to achieve productivity goals Designed for students who have a basic foundation in production and operations management, the text provides a thorough understanding of the principles of Lean. It also offers practical know-how for implementing a culture of continuous improvement on the shop floor and in the office, creating a heightened sense of responsibility in all stakeholders, and enhancing productivity and efficiency to improve the bottom line. In this second edition, the author addresses management's role in Lean production. Early observers of Japanese methods focused on the shop floor to see amazing things unlike anything practiced elsewhere. And the thinking was, if the "methods" could be adopted by companies elsewhere, those companies would experience the success of the Japanese. What the early observers hadn't considered were dramatic differences in the way those companies were managed, both daily and strategically. The "management side" of Lean production is addressed in two new chapters, one devoted to daily management, the other to strategy deployment. Additionally, there is a new chapter that addresses breakthrough improvement and an approach to achieving it called Production Preparation Process. Every chapter has been revised and expanded to better tell the story of Lean production—its history, applications, practices, and methods.

Learning Factories

Personal Conflict Management

Innovationen und Innovationsmanagement im Gesundheitswesen

Excel

Using TWI to Succeed with Strategic Workforce Expansion in the LEGO Group

Kaizen in Logistics and Supply Chains

Becoming the Supervisor

Are you and your messages often misunderstood? Do your messages inspire action or add confusion? Although technology now provides multiple channels to communicate on, getting your message understood and acted upon still depends upon your proficiency using the most important communication tools available, your body and emotions. Kurt Larsson's Sensational Presentation Skills is a powerful guide for your journey toward communication mastery. The first in a series of Sensational Soft Skills Toolbox handbooks by Larsson, this practical how-to guide offers twenty steps that highlight the importance of being fully engaged—mind and body—when you communicate. Larsson emphasizes it's equally about the words used and what your body language demonstrates. As more people turn to technology to mediate their human interactions, your ability to engage listeners in person will increase in value. Learn to powerfully handle your fears while expressing yourself fully to " move " others into action. Take a conscious step forward with this toolbox of soft skills and set yourself ahead of the curve, in both your work and your personal life. As your skills increase, you'll appreciate the layers of wisdom Larsson has packed into this guide, and you'll find yourself returning to it again and again.

Becoming a Supervisor tells the story of Trevor who works as one of the production team in a small company that makes toy boats. He is thrust into the role of supervisor unexpectedly when his general manager reacts to his constant suggestions of how things could be better. When the GM becomes ill, Trevor struggles to take up the slack for several months until a new GM arrives. The core of the book follows Trevor ' s growth under the coaching of Julie, his new GM. As Trevor deals with one challenge after another, Julie guides him on a journey to learn the core skills needed by all front-line leaders. The reader takes away four key ideas: (1) Front-line leadership skills are not too complicated to learn. (2) These skills are something that they can develop in themselves, regardless of what their organization does. (3) Tools and skills are there to help solve real business problems; implementing the tools is not a strategy. (4) In your role as supervisor (directing or responsible for others) you have to look after the mission of the company AND look after your people – doing only one is not an option. Essentially, this book is intended to give hope to a new supervisor or team lead. They will finish the book knowing that the skills they need can be learned and aren ' t that difficult to acquire. It is designed to introduce the central skills that any supervisor has to be able to master at least with a basic working competency: instructing, leading, and making improvements in their own area. It introduces some of the more widely used tools that a new supervisor may need. More importantly, it ties these tools and skills to solving particular problems. Readers will understand that the tools are not important for their own sake, but only to the extent that the tools serve the larger objective of the organization. This book is designed to give the reader an entertaining and hopeful story about the very difficult transition from worker to supervisor, from being one of the crew to directing the crew. It is an emotionally tough transition, and the idea that someone could see a model of how it can work out will be helpful to folks new in a leadership role. Finally, the book provides a reference to other sources of information that will let the reader extend their learning about each of the tools or skills referenced in the contents. This short text addresses complications of regional anesthesia and pain medicine. Each chapter is written by an expert in the area and follows a strict format: Definition of the complication, Scope of the problem, Pathophysiology or proposed mechanism of causation, Risk factors, Diagnostic evaluation, Prevention, Treatment and rehabilitation, Summary. Emphasis in each chapter is placed around what levels of evidence the recommendations in the chapter carry. The complications covered in regional anesthesia include complications in neuraxis and peripheral nerve blocks. There is also a section on complications associated with unintended local anesthetic destinations. The complications in pain medicine include complications of acute pain management, of sympathetic blocks, of neuraxis approaches and device placement. The first edition was published by Elsevier. They have returned copyright to Rathmell and Neal, who will turn it over to us. The audience includes anesthesiologists, pain medicine specialists, and neurologists.

Training Within Industry is the structural genesis of Lean Manufacturing and the heart of kaizen, the practice of small continuous improvements. From the Toyota Production System to the standardization of training retail sales clerks, Training Within Industry proves that true innovation is timeless. The training material contained in this 8 ½ X 11 " , 84 page Training Within Industry book is as applicable today as it was when it was first written down, decades ago.The Job Instruction Training Program is based upon the idea that the proper instructing of employees is done not just by telling, but by showing, telling and following up. Because of the time taken to properly instruct its employees a company will see less scrap, rework and rejects, as well as see fewer accidents due to misinformation. The importance of a well instructed work force cannot be emphasized enough and through the use of this book you will discover how to: Properly instruct workers on their job Prepare and train instructors on how to train new employees Reduce training time and increase safety on the job Get continuous, positive results through training This streamlined method of instruction can, and will, help in training both new and experienced workers and will dramatically cut down employee training time. Through the use of sample scenarios and discussion topics, the key elements to implementing a great training program are outlined. Through practice, breakdowns, and repetition the T.W.I. Job Instruction book leads the way to a greater, better trained work force.A short, intensive training program for supervisors and job instructors presented by Training Within Industry Service in cooperation with Federal and State representatives for Vocational Education.

Creating an Effective Management System

Just in Time Factory

My Big Book of Writing

Indigenous African Enterprise

A Workbook for Actors

The TWI Workbook

Winner of a Shingo Research and Professional Publication Award Information Technology is supposed to enable business performance and innovation, improve service levels, manage change, and maintain quality and stability, all while steadily reducing operating costs. Yet when an enterprise begins a Lean transformation, too often the IT department is either left out or viewed as an obstacle. What is to be done? Winner of a 2011 Shingo Research and Professional Publication Award, this book shares practical tips, examples, and case studies to help you establish a culture of continuous improvement to deliver IT operational excellence and business value to your organization. Praise for: ...will have a permanent place in my bookshelf. —Gene Kim, Chief Technology Officer, Tripwire, Inc. ... provides an unprecedented look at the role that Lean IT will play in making this revolutionary shift and the critical steps for sustained success. —Steve Castellanos, Lean Enterprise Director, Nike, Inc. Twenty years from now the firms which dominate their industries will have fully embraced Lean strategies throughout their IT organizations. —Scott W. Ambler, Chief Methodologist for Agile and Lean, IBM Rational ... a great survival manual for those needing nimble and adaptive systems. —Dr. David Labby, MD, PhD, Medical Director and Director of Clinical Support and Innovation, CareOregon ... makes a major contribution in an often-ignored but much-needed area. —John Bicheno, Program Director MS in Lean Operations, Cardiff University ... a comprehensive view into the world of Lean IT, a must read! —Dave Wilson, Quality Management, Oregon Health & Science University

Lean Transformations for Small and Medium Enterprises

Achieving Your Company's Mission and Building Your Team

Developing Competitive Capabilities and Managing Profit

That Move Your Listeners Into Action

Lean Production for Competitive Advantage