



The Lean Office: How to Use Just-in-time Techniques to Streamline Your Office

Jim Thompson

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The Lean Office - How to Use Just-in-Time Techniques to Streamline Your Office is targeted to anyone who works in an office. It shows how lean production's systems can foster and nurture employee involvement and put excitement back into continuous improvement. It provides the long-awaited tools needed to improve office productivity. Most importantly, it reduces employee stress and frustration, while improving productivity. It demonstrates how this should happen with employees, not to employees. This book is written in an easily readable, humorous style that allows its new ideas to be absorbed in small chunks by everyone. ABOUT THE AUTHOR Jim Thompson served as Personnel Director for the GM Buick-Oldsmobile-Cadillac Central Office, after which he became Vice-President of Human Resources for the Walker Manufacturing Company, a division of Tenneco. He is currently President of In*Sight Management, Inc, a lean production consulting firm. Mr. Thompson studied lean production systems first-hand, as a member of the General Motors Technical Liaison Office (TLO) with NUMMI (a GM/Toyota joint venture) in Fremont, California. He shares his knowledge of these concepts with you in this exciting book.

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