

The book shelf

Management Services presents some of the latest titles

Continuous Improvement: Achieving Lean Production and the new ISO Certificate, by Wayne Scott Ross
Published by Management Books, 2003
ISBN 1-85252-427-8
Price: £14.99

This book is very readable and a practical guide to lean production and manufacture, a technique that some feel is the most important manufacturing philosophy to emerge in the last fifty years. The term lean was first coined by Womack and Jones in

their book entitled *'The Machine that changed the World'* on the basis that it used half of the resources of conventional manufacturing. Lean is based on the Toyota production system and this is explained at the start.

The book takes the reader through the main aspects and philosophy of lean and clearly states what needs to be done and why and how it can be achieved. The techniques and tools such as, complete plant efficiency, takt time, Kaizen, 5 whys, Pareto analysis

and flow sheets and charts are described in detail. The book goes on to describe the main aspects of lean with a chapter dedicated to each technique. Essential guidance on the changes in ISO regulations and requirements are also covered. Kaizen is the Japanese term for continuous improvement and there is a guide on how to plan such an event.

It is a good reference for anyone who contemplating introducing lean production and manufacturing.

Journey to Lean: Making Operational Change Stick, by John Drew, Blair McCallum and Stefan Roggenhoffer
Published by Palgrave MacMillan, 2004
ISBN 13-978-1-403-91307-4

The authors of this book work for McKinsey and company and have extensive knowledge of lean manufacturing and experience of implementing it in client companies. This publication was voted the book of the year in 2004 by the Management Consultants Association. The book covers all the main points of what a lean system involves, but at the same time it gives

numerous examples from various industries. It covers all the aspects that need to be considered in a lean transformation and explains how they are interconnected, as well as the common reasons for failure of many lean initiatives. This book would be very useful to anyone who is contemplating embarking on a lean transformation journey and can be easily read.

There are many examples drawn from work carried out by the authors in companies around the world. What is clear is that lean is not a project with a finite ending – it is a never ending quest for perfection.

The Inspirational Leader: How to motivate, encourage and achieve success, by John Adair
Published by Kogan Page, 2003
ISBN 0-7494-4456-8
Price: £9.99

John Adair is an internationally acknowledged writer on leadership and has written many books and articles including 'Not Bosses But Leaders' and was the world's first Professor of Leadership Studies. The style of the book is in the form of Adair having conversations with

a young chief executive. They explore the nature and practice of leadership and each aspect is studied and discussed so that the key skills are revealed for anyone to adopt and use to inspire and encourage others. Adair reinforces his opinion that leaders are not born but made.

This is the kind of book that might well appeal to someone who is starting in a leadership role and wants to develop their leadership skills.

Seven Secrets of Inspired Leaders: How to achieve the extraordinary by the leaders who have been there and done it, by Phil Dourado and Dr Phil Blackburn
Published by Capstone Publishing, 2005
ISBN 1841126500
Price: £14.99

Phil Dourado is a writer, editor and analyst and has written for a wide range of international newspapers and magazines. Dr Phil Blackburn is co-founder of the 'Inspired Leaders Network'. There are over 80 leaders featured in this book although some of them are just mentioned in passing and the book tends to concentrate on the star names. There are the usual examples on how to achieve breakthrough results that

may be similar to the work of Tracy Goss, Fernando Flores but at least in this book it is told by real leaders actually doing it. The inspirational leadership style of Greg Dyke who was the Director General of the BBC is chronicled and is used as an interesting example.

There are a great many books on leadership and this book is full of good ideas and looks at leadership from a different perspective. It is an interesting read especially as the people mentioned are well known and in the public eye. The common factor that 'good' leaders have is inspiration and this is emphasised throughout the book.

Overall this is a thought provoking look at leadership.

