

## Purpose

**Getting the Right Things Done** – Pascal Dennis - PDCA at the Macro level to get a direction and good discussion on the PDCA cycle at all levels- Medium Read

**Toyota Kata** – Mike Rother - Presents the Coaching & Improvement routines with alignment to company's Vision, Challenge and Target Conditions - Advanced Read

## Process

**2 Second Lean** – Paul Akers - Little improvement everyday by all people – Easy Read

**Lean Production Simplified** Pascal Dennis - Nice basic primer to cover the tools of Lean – Easy Read

**Creating a Lean Culture: Tools to Sustain Lean Conversions**, David Mann – Describes the elements of a Lean Management System, Visuals, Leader Standardized Work, Accountability Boards, Suggestion Systems – Medium Read

**Toyota Way Fieldbook** – David Meier – Good explanation of the tools with links to overall purpose of the organization – Medium Read

**Putting 5S to Work** - Hiroyuki Hirano - Very practical approach & explanation of 5S – Easy Read

## People

**Engagement Is Not Enough** – Keith Ayers - Fits the culture piece well of the importance of continuous learning, the need for meaningful work, understanding of the direction & DiSC personality profile

**Good to Great**-Jim Collins - Importance of Culture & Leadership- not strictly for lean – Medium Read

**Toyota Culture**- Mike Hoseus - Reasoning behind the “respect for people” principle – Advanced Read

**Managing to Learn** - John Shook - A3 thinking and coaching written in a unique style with Coach & learner – Advanced Read