

## Lean HR (Paperback)



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### ***Reviews***

*It is simple in study safer to understand. It can be full of knowledge and wisdom Your way of life span is going to be enhance when you full looking at this book.*  
***(Lavina Torp)***

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Createspace, United States, 2013. Paperback. Book Condition: New. 212 x 138 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Lean principles have been used for years in the manufacturing world, and have started to make an impact in the office as well. These tools can provide the foundation to building a systematic approach to improving your HR practice and lowering costs. In this book, practitioners will be guided through an overview of the basics of Lean, how to use the most common tools, and how to then leverage them to bring an element of process excellence to their HR department. With a few simple templates, some common sense, and a willingness to question the current state, great strides can be made in reducing costs and improving effectiveness in HR departments of any size! Includes a simple overview of Lean philosophy and its evolution, an assortment of easy to use tools to help you find and analyze improvement projects, and a structured approach to reducing waste in your practice. Dwane Lay practices what he preaches. Lean HR is a lean book. It s chock fill of the wisdom of the trenches while guiding the reader to the most important tools and concepts. This is a field manual for optimizing the processes and outputs of your HR shop. Think of it as a guide for HR people who want to continue to work in the field. - John Sumser, Founder HR Examiner and HRx Analysts What if you could get rid of the processes and procedures that waste your time and make your job harder? What if you could think about the way you work in a new way, a way that makes you better and more effective at what you do? What if all this even saved time,...

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