

PHASE II: Committing						<i>Revision Date: 4/15/2017</i>
Section Title	Type	Buy	P	S	Free/Member Extras	Note
<u>Phase II Overview</u>	Overview		P			
<u>Whaddaya Mean I Gotta Be Lean</u>	Book	<u>Buy</u>	P			Lean Overview book by Velaction's founder, Jeff Hajek. Also available from Amazon by clicking the 'Buy' link.
<u>Phase 2 Checklist</u>	Checklist	<u>Buy</u>	P		<u>Download</u>	
<u>Understanding the Motivation to Change</u>	Lesson	<u>Buy</u>	P			
<u>When is the best time to start a Lean journey?</u>	FAQ		P			
<u>Communicating Your Improvement Initiative</u>	Article		P			
<u>Communication. Lean Depends on It.</u>	Article		P			
<u>Principles and Values</u>	Lesson		P			
<u>Key Principles for a Lean Business System</u>	Article		P			Overview of principles from every phase
<u>Build Relationships</u>	Principle		P			
<u>Develop Trust</u>	Principle		P			
<u>Develop Leaders Internally</u>	Principle	<u>Buy</u>	P			
<u>Show Respect for People</u>	Principle	<u>Buy</u>	P		<u>Extended Member (Free) Content</u>	
<u>Think Long Term</u>	Principle	<u>Buy</u>	P		<u>Extended Member (Free) Content</u>	
<u>Embrace Facts and Data (Principle)</u>	Principle		P			
<u>Lean Overview Module</u>	Module	<u>Buy</u>	P			PowerPoint, Student Guide, DVD, Video (MP4), plus PDFs/MP3s and other supporting content listed below
<u>11 Common Misconceptions About Lean</u>	Article	<u>MP3</u>	P		<u>PDF Download</u>	
<u>17 Lessons I Learned From Japanese Consultants</u>	Article	<u>MP3</u>	P		<u>PDF Download</u>	
<u>9 Words that Kill Lean Progress</u>	Article		P		<u>PDF Download</u>	
<u>Better, Not Perfect</u>	Term	<u>MP3</u>	P		<u>PDF Download</u>	
<u>Push System</u>	Term		P		<u>PDF Download</u>	
<u>7 Wastes</u>	Term	<u>MP3</u>		S	<u>PDF Download</u>	
<u>Batch Manufacturing (+Video)</u>	Video		P			Video comparison of batch and Lean manufacturing
<u>Lean Overview (+ Podcast)</u>	Article		P			
<u>The Three Lean Books a New Shop Floor Manager MUST Own</u>	Article		P			
<u>What is the best way to teach your team about Lean?</u>	FAQ		P			
<u>Lean System vs. Lean Tools</u>	Article		P			
<u>Systems vs. Tools: A Lean Lesson from The Big Bang Theory</u>	Article		P			

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Examples of Lean: Teach Your Teams With Examples They Can Relate To (+Video)	Article		P			
Learning Lean Through Making Coffee (Recorded Webinar)	Article		P			
What Lean Is Really All About	Article		P			
What is the origin of Lean?	FAQ		P			
Six Sigma	Term		P			
Theory of Constraints	Term		P			
Agile Manufacturing	Term		P			
3 Reals	Term		P			
Therbligs	Term		P			
Is Toyota Still the Champ?	Article		P			
POLL: Is Toyota Overrated?	Article		P			
Poll: Who has contributed the most to modern Lean?	Article		P			
Henry Ford	Term		P			
Gauge Go/No-Go. Can You Be Lean and Not Even Know It?	Article		P			
How is Lean Typically Received When Introduced to Employees?	Poll		P			
Problem: Your eyes glaze over when leaders start throwing around new terms and Japanese words.	Strategy		P			
Does Lean mean cutting headcount?	FAQ		P			
Costs of Business. What Does 'Cost' Really Mean?	Article		P			
How do I "sell" Lean to my team?	FAQ		P			
Problem: You just don't believe what your boss tells you about Lean's capabilities.	Strategy		P			
Poll: How is Lean received by frontline employees when it is introduced?	Article		P			
I'm an executive. How do I prepare to start my company on its Lean journey?	FAQ		P			
Is There Value in Lean Certification?	Article		P			
Lean Assessment Litmus Test	Article		P			
Lean Litmus Test Question 1: Do small goals add up to big success?	Article		P			
Lean Litmus Test Question 2: Do You Know Where You Are?	Article		P			
Lean Litmus Test Question 3: What Will Your Team Accomplish Today?	Article		P			

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Lean Litmus Test Question 4: What's the Problem(s)?	Article		P			
Lean Litmus Test Question 5: Is There Understanding Before Action?	Article		P			
Implementing Lean in 3 (Not So) Easy Steps	Article		P			
Obstacles to Lean	Article		P			
No-No's of Lean Operations	Term		P			
Side Effects of Lean	Term		P			
Problem: You don't know how to be Lean.	Strategy		P			
Problem: You don't know what to expect with all this Lean stuff.	Strategy		P			
Problem: You worry that Lean reduces your job security.	Strategy		P			
Opportunity Cost	Term	MP3	P		PDF Download	
Savings	Term		P			
Hard Savings	Term		P			
Soft Savings	Term		P			
Indirect Costs	Term		P			
Profit	Term		P			
Accounting	Term		P			
Sunk Costs	Term		P			
Annualized Values	Term		P			
Break-Even Point	Term		P			
Net Present Value	Term		P			
Growth	Term		P			
Payback Period	Term		P			
Why Is the Government So Fond of Batching?	Article		P			
Algorithm	Term		P			
Ambiguity	Term		P			
Simplicity	Term		P			
Occam's Razor	Term		P			

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Change Management Module	Module	Buy	P			PowerPoint, Student Guide, DVD, Video (MP4), plus PDFs/MP3s and other supporting content listed below
Change Management	Term	MP3	P		PDF Download	
8 Reasons People Resist Change	Article	MP3	P		PDF Download	
8 Ways to Address the WIFM Principle	Article	MP3	P		PDF Download	
Job Satisfaction	Term	MP3	P		PDF Download	
Our Process is Different	Term	MP3	P		PDF Download	
WIFM (What's In It For Me?)	Term		P			
Change Agent	Term		P			
Champion	Term		P			
Status Quo	Term		P			
Paradigm / Paradigm Shift	Term		P			
Contract (of Change)	Term		P			
Change Resistance	Term		P			
Frontline of Change	Term		P			
Psychology of Lean	Term		P		PDF Download	
Maslow's Hierarchy of Needs	Term		P			
Speaking in Negatives	Term		P			
Emotions	Term		P			
Attribution Theory	Term		P			
Don't Be Scared of Being Scared	Article		P			
Guess What. You're Not Unique.	Article		P			
Murphy's Law	Term		P			
Peer Pressure	Term		P			
Frustration	Term		P			
Office Politics	Term		P			
Aha! Moments	Term		P			
Leading Change: What's Good for the Goose ISN'T Good for the Gander	Article		P			
Take "Can't" Out of Your Vocabulary	Article		P			
10-Year Old Mindset	Term		P			
The Secret Formula to Success in Anything. (Really, There's a Formula!)	Article		P			
What Kids and a Puddle Can Teach Us about Adult Behaviors	Article		P			
Employee Engagement	Term		P			

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Overtime	Term		P			
Morale	Term		P			
Safety	Term		P			
Relationships	Term		P			
Job Descriptions	Term		P			
Job Security	Term		P			
Layoffs	Term		P			
Vacations	Term		P			
Lean Management Overview Module	Module	Buy	P			PowerPoint, Student Guide, DVD, Video (MP4), plus PDFs/MP3s and other supporting content listed below
11 C's of Lean Leadership	Term	MP3	P		PDF Download	
18 Principles of Lean Leadership	Article	MP3	P		PDF Download	
7 Tips for Building Good Lean Behavior	Article	MP3	P		PDF Download	
Seven Wastes of Lean Leadership and Taiichi Ohno's Seven Wastes	Article	MP3	P		PDF Download	
Coaching	Term	MP3	P		PDF Download	
How to Overcome 24 Common Lean Excuses	Article		P		PDF Download	
Lean Leadership Soft Skills	Article	MP3	P		PDF Download	
Motivation	Term	MP3	P		PDF Download	
Respect for People	Term	MP3	P		PDF Download	More general information than 'Show Respect For People' principle listed above
Training	Term	MP3	P		PDF Download	
Leadership	Term		P			
Trust	Term		P			
Responsibility	Term		P			
Ownership	Term		P			
Leaders	Term		P			
Go to Gemba	Term		P			
Gemba (+4-Min MP3, +6-Page PDF)	Term		P			
Shop Floor	Term		P			
Gemba Walk	Term		P			
Names	Term		P			
Factory	Term		P			
Manager	Term		P			
Engineers	Term		P			
Frontline Employees	Term		P			

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Stakeholders	Term		P			
Genchi Genbutsu	Term		P			
Gembutsu	Term		P			
Team	Term		P			
Training Plan	Term		P			
Practical Exercises	Term		P			
Skills	Term		P			
Staffing	Term		P			
Investments in People	Term		P			
Executives	Term		P			
C-Level Executive	Term		P			
Mentor	Term		P			
Sensei	Term		P			
Leader's Intent	Term		P			
Initiative	Term		P			
Hoshin Kanri	Term		P			
Yokoten	Term		P			
Target Condition	Term		P			
Goal Setting	Term		P			
SMART Goals	Term		P			
Resources	Term		P			
Constraints	Term		P			
Opportunities	Term		P			
Annual Objectives	Term		P			
Breakthrough Objectives	Term		P			
Key Performance Indicator	Term		P			
Results	Term		P			
Balanced Scorecard	Term		P			
Dashboard	Term		P			
Expectations	Term		P			
Guidance	Term		P			
Guidelines	Term		P			
Regulations	Term		P			
Rules	Term		P			
Discipline	Term		P			

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Authority	Term		P			
Complacency	Term		P			
Criticism	Term		P			
Micromanagement	Term		P			
Negotiation	Term		P			
Compromise	Term		P			
Stand-Up Meeting	Term		P			
Poll: What Are the Most Important Lean Leadership Traits?	Article		P			
Problem: Leaders abandon Lean when the road gets bumpy.	Strategy		P			
Concrete Head	Term		P			
Conflicts	Term		P			
Disputes	Term		P			
Enforcement	Term		P			
Confusion	Term		P			
Accountability in Lean	Term		P			
Poll: How does your company make time for improvements?	Article		P			
Problem: You worry that the bar is set too high.	Strategy		P			
Meetings	Term		P			
Note Taking	Term		P			
Briefback	Term		P			
Action Plan	Term		P			
Action Date	Term		P			
Deadlines	Term		P			
Milestones	Term		P			
Time Management	Term		P			
Delegation	Term		P			
Schedules	Term		P			
Supervision	Term		P			
What's at the Core of Lean?	Article		P			
Where Should We Start Our Lean Effort?	FAQ		P			
Stopwatch	Term		P			
Barrier to Entry	Term		P			
Brand	Term		P			

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Competition	Term		P			
Competitive Advantage	Term		P			
Economy of Scale	Term		P			
Scalability	Term		P			
Marketing	Term		P			
Creativity	Term		P			
Memory	Term		P			
Curiosity	Term		P			
Intangibles	Term		P			
Intelligence	Term		P			
Effectiveness	Term		P			
Perfection	Term		P			
Efficiency	Term		P			
Experience	Term		P			
Practice	Term		P			
Fatigue – Employee	Term		P			
Rule of Thumb	Term		P			
Surveys	Term		P			
SWOT Analysis	Term		P			
Opinions	Term		P			
Pilot Project	Term		P			
Volunteers	Term		P			
Workgroup	Term		P			

P: Primary Flow. Links on our web page follow this sequence. Bundles are created using primary flow locations.

S: Secondary Flow. This lesson is useful in this location, but is not linked or included in premium content bundles for this material.

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[Get the Phase 3 Directory Here](#)