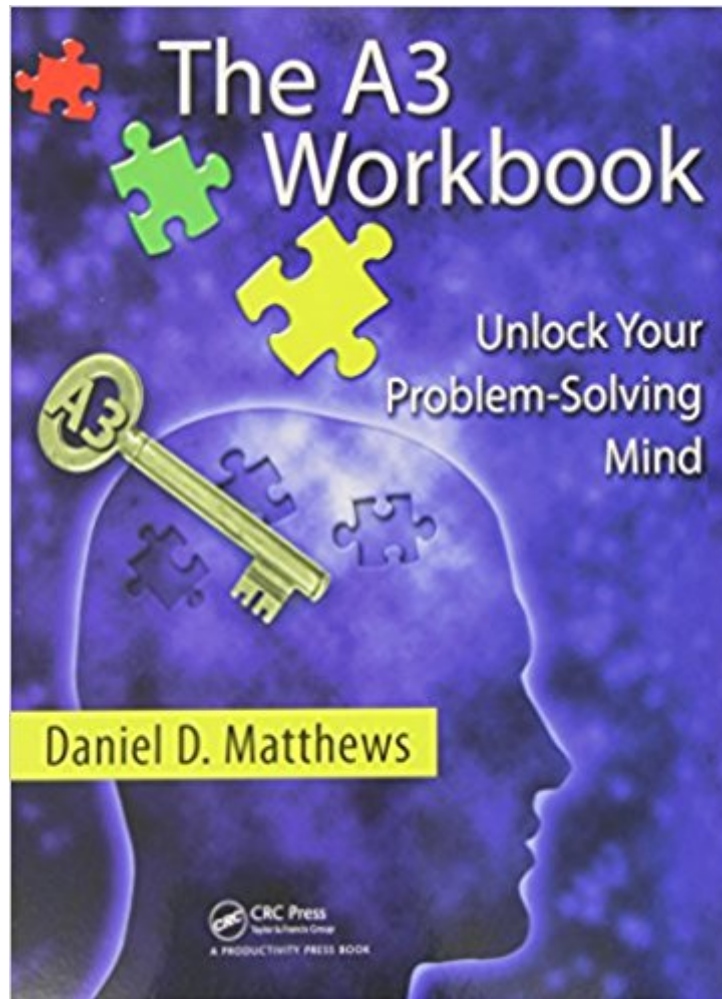


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# The A3 Workbook: Unlock Your Problem-Solving Mind



## Synopsis

Encouraging efficiency, clarity, and disciplined thinking, A3 Problem Solving identifies a problem, describes the objective, and summarizes fact finding and action steps, all on a single A3-sized piece of paper. This approach provides all employees at all levels with a method to quickly identify a problem, analyze it to root cause, select appropriate countermeasures, and communicate necessary actions to decision makers. The A3 Workbook: Unlock Your Problem-Solving Mind is designed to teach A3 Problem Solving to workers at every level of an organization. Uniquely qualified to author this workbook, Daniel Matthews is an expert trainer with 30 years of training experience including Lean implementation and Training within Industry (TWI). Fourteen of those years he spent with the Toyota Company, which created and made use of the A3 as a core component of continuous quality improvement. This workbook provides a practical tool for solving specific problems or for making a specific proposal, while also encouraging the development of a corporate culture that empowers all employees to support continuous improvement. The workbook follows the progression of a basic A3 Problem Solving format, offering instructions every step of the way. To reinforce learning, it includes

- Case studies that readers can use to complete A3s
- Tips on how to improve the readability of A3s
- Examples of Problem Solving A3s, and a Proposal A3
- Exercises to reinforce what's learned
- Worksheet templates that can be reproduced for future problem solving

An effective problem-solving process is a critical part of implementing efficient business practices and a problem-solving culture is a fundamental component of empowering employees to support business improvements. Both of these components, taken together, can help any organization make continuous improvements on the long journey to creating a more productive and profitable business.

## Book Information

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## Customer Reviews

As I skimmed through the book I was intrigued by the author's approach to conveying the A3 Process. Now that I've read the book and worked the exercises I'm even more impressed. It's extremely well written and I really enjoyed it. The workbook format is phenomenal, no other books on A3 provides the reader with detailed explanations combined with the exercises to enhance the learning experience.

This book is a great view into the A3 methodology. It provides easy to understand examples and cases. You can walk away with a good foundation of the methodology as well as an easy to reference guide when needed.

I am Director of Continuous Improvement and we train between 60-80 people per year in the A3 process. We use this as a reference book to accompany our internal A3 training, which was designed by the author. It is a great addition to the training; however, it could also be used as a stand-alone guide to the A3 process. It includes some simple exercises that aid in learning the concepts, and we have found the "Therefore" Logic Test for the 5 Why to be really helpful. I recommend this guide for the A3 process.

Started a new job that relies on A3 format improvement projects. Very detailed and lots of great references. Must have!!

This is a good book on fundamentals. Also provides templates and examples to help learn and or teach via enclosed CD.

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