

5S: Organizing the Workplace for Greater Productivity

Overview: A hands-on, two-day course providing instruction in how to use 5S methods to simplify and organize your workplace to avoid wastes such as searching and walking. It includes classroom instruction in each of the five “S” components (sort out, straighten up, shine, standardize, sustain) followed by hands-on practice in the application of the 5S methodology. The class provides an excellent foundation for companies just starting out with a 5S program or those in need of a “jump start” to re-energize their 5S efforts. It provides many examples of “best practices” that attendees can take away and immediately apply in their own settings. It also gives practical advice on how to standardize and sustain 5S efforts over time, a difficult process for many companies.

After taking this class attendees should be able to:

- ✓ Describe each of the 5S components and how each is used in a comprehensive 5S program
- ✓ Set up a basic 5S program that can be measured and sustained over time
- ✓ Use a variety of 5S “best practices” to improve their work areas and processes
- ✓ Describe how 5S helps improve basic stability and standardization, and prepares a business for visual control
- ✓ Explain why People are the secret to successful 5S programs

Who should attend?

Every area in a company can benefit from 5S activities and therefore this introductory course is appropriate for all levels and disciplines within the organization. It is especially relevant for employees seeking a basic understanding or a refresher course on 5S principles. It is designed to give students hands-on practice applying 5S methods.

Time Commitment: 16 hours (4 hours classroom, 12 hours shop-floor)

Course Outline/Topics:

- What is 5S and what is its role in Continuous Improvement?
- Review of each the 5S components
- Hands-on practice with workplace organization techniques embodied within 5S
- Tools for standardizing and sustaining 5S