

## 5S PRINCIPLES AND AWARENESS

DURATION: 1 DAY

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



### INTRODUCTION

Does your place of work have materials and WIP all over the place, are tools constantly missing? Are their stacks of unread magazines or financial statements in boxes on the floor? Does everybody put things wherever they want to? If this sounds like your place of work, then the 5-S principle is a way to get in control and stay in control of workplace housekeeping and organization.

5S originated from Toyota with 5 Japanese words that start with "S". 5S is a methodology for organizing, cleaning, developing and sustaining a productive and functional work environment which focuses on improving quality, safety, morale, productivity and efficiency.

### BENEFITS

Upon completion of this program, participants will be able to:

- Understand the definition and complete methodology for 5S
- Understand 5s approach and its benefits in improving safety, productivity and performance.
- Gain knowledge on how to plan, implement and report on 5S projects
- Implement hands on application of 5S tools and strategies
- Understand approach to monitor, improve and sustain 5S performance

### KEY CONTENT

### **MODULE 1 – WHAT IS 5S?**

- What is 5S?
- Where Did It Come From?
- What is 5S Benefits?

### **MODULE 2 – WHAT IS THE 5S CYCLE?**

- Sort (Seiri)
- Set In Order (Seiton)
- Shine (Seiso)
- Standardize (Seiketsu)
- Sustain (Shitsuke)

### **MODULE 3 – HOW TO IMPLEMENT 5S PROGRAM?**

- Top Management Commitment
- Resources And Supplies
- Plan- Do- Check – Act Approach
- 5S Committee And Project Management

### **MODULE 4 – WHAT ARE THE 5S TOOLS AND ACTIVITIES?**

- Visual Management
- 5S Measurement and Audit
- KAIZEN Activities and KAIZEN Board
- 5S Competition

### **MODULE 5 – WHAT ARE THE KEYS TO SUCCESSFUL IMPLEMENTATION OF 5S?**

- Factors Of Failure
- Factors Of Success
- Making 5S A Habit For Employee And Culture For Company

### **MODULE 6 – CASE STUDY AND WORKSHOP**

- Simulation Activities
- Hands On Tools And Template

## **AUDIENCE**

Managers, Executives, Engineers, Clerks, Supervisors, Technicians, Officers, Production Leaders and Workers

## **METHODOLOGY**

This program is essentially participative. There will be Group Discussion, Presentation, Interactive Session Activities, Role Play and Video Learning.