

6S HOUSEKEEPING & WORKPLACE ORGANIZATION

DURATION: 2 DAYS

TIME SCHEDULE

TIME: 9:00am to 5:00pm

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



INTRODUCTION

Inevitable, one of the key to Organization Excellence is a good housekeeping culture. A structured workplace organization program shall leads to a healthy work culture. 6S Housekeeping & Workplace Organization today is an essential foundation for organization to embark on further improvement program such as Safety, TQM, TPM, Lean Systems, 6-Sigma, etc. As a result, good housekeeping practices shall reflects a high standard of business operations, image, reputation and branding of the company where customers and auditors perception are concern. Today good 6S practices in place had attracted many key organizations and customers to do business with.

Initially, 5S practices originated from Japan where a 5 steps process are systematically arrange for employees to easily follow. Though these practices are developed for manufacturing safety and efficiency, the values and principles of good work habits are similar, and most importantly be fully transferred to the service sectors. Currently the manufacturing sectors are expanding the practices to their office environment, and the government had taken similar initiatives to improve their day to day operations within their office administrative tasks and services.

Course overview

In the first day, participants shall be guided to understand the 6S foundation as well as to relate the skills and knowledge to workplace application and the environmental care aspects. In the second day, the participants shall be exposed to inspection mode where application shall be practically deployed to identify areas of improvement within the organization.

Note: Company management is required to permit the in-house participants to inspect and take pictures within the allowable boundaries during the second day inspection mode. Findings and recommendations report shall be generated for training and/or management use. Also kindly provide camera for each inspection teams to perform their inspection role or allow them to use their smart-phones within a specified allowable limits. Expect to have 3-5 persons per team, or 2-4 teams per session.

Purpose

- Understand the Value & benefits of 6S

- Prepare organization mindset to implement of 6S
- Learn the 6S steps and techniques relating to workplace & environment
- Apply the 6S inspection process, perform 5S technique and reporting

BENEFITS

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

- Develop a strong and positive work culture – efficient and orderly
- Promote a conducive work environment – stress free, safe and healthy
- Create better quality employees in taking care of workplace & environment
- Solve housekeeping and inventory issues within the organization
- Organization could achieve higher productivity where movement to keep and locate materials cycle-time are improves, hence response to internal & external customers are faster and available at any point of time

KEY CONTENT

Day 1 – Key understanding of 6S – suitable for all levels

MODULE 1: INTRODUCTION

- Context Setting
- Learning Objectives & Benefits
- Common Issues Discussion

MODULE 2: THE NEED FOR 6S

- Why 6S
- The 6S
- Benefits Of 6S
- More Benefits Of 6S

MODULE 3: MAKING THE MOST OUT OF 6S

- What Can Be Improve
- Some Basic Foundation For Improvement
- A Glimpse Of A Typical Workplace – 3 General Types
- Attribute Of Good Workplace
- Challenges ahead

MODULE 4: OVERVIEW OF 6S

- Begin With 6S Understanding
- Begin With 6S Principles
- 6S: Total Involvement
- Scenario of 6S Practices

MODULE 5: SEIRI

- Seiri - Sort
- Key Point
- Steps In Seiri - Sort
- Considerations Of Seiri – Sort
- Sort For Documents
- Red-Tag Strategy
- Steps In Red-Tag Strategy
- Red-Tag Target
- Key Success To Red-Tag Strategy

- Red & Green Dot Strategy

MODULE 6: SEITON

- Seiton - Set
- Key Point
- Steps In Seiton
- Consideration In Seiton
- Seiton Principles
- Basic Rules Of Proper Arrangement
- Common Arrangement Method
- Signboard Strategy
- Eliminate Manual Reading – Replace To Standard Visual
- Continue – Red & Green Dot Strategy

MODULE 7: SEISO

- Seiso - Shine
- Key Point
- Steps In Seiso
- Principles Of Seiso
- Daily Cleaning
- Cleanliness Means Inspection
- Cleanliness Inspection
- Additional Method & Tips
- 5/6S Mapping – Cleaning & Inspection Areas / Targets

MODULE 8: SEIKETSU

- Seiketsu - Standardize
- Key Point
- Steps In Seiketsu
- Consideration In Standardization
- Establishing Standard
- Visual Aids

MODULE 9: SHITSUKE

- Shitsuke – Strict / Sustain / Discipline
- Key Point
- Steps In Shitsuke
- Upkeeping The Standard

MODULE 10: SAFETY

- The Safety aspects in 6S
- Common areas to watch out for

MODULE 11: 6S APPLICATION AT WORKPLACE & ENVIRONMENT

- Identifying Workplace Issues
- Identifying Workplace Environmental Issues
- Suggested Approach to Workplace & Environment concerns

MODULE 12: 6S SIMPLE WORK PRACTICE

- Identify Locations - Workplace & Environment
- Team Formation
- 15 minutes Walkabout Assignment
- Findings & Reporting

Day 2 – 6S Total Involvement & Support

MODULE 13: INFRASTRUCTURE DEVELOPMENT

- 6S begins with Top-Down approach
- Management team - 6S Committee
- Defining Key Goals and Objectives
- Key support system development

MODULE 14: MANAGING CHANGE

- Understanding the environmental within - SWOT analysis
- Major challenges - Internal opposing forces
- Overcoming the challenges
- Policy, SOP & Reward / Inducement
- Communication - method & channel
- Project Management & road-mapping

MODULE 15: 6S INSPECTION OVERVIEW

- 6S Inspection Benefits
- 6S Inspection Process
- Typical Level Of Assessments
- Generic Inspection Form – Use & develop report

MODULE 16: 6S INSPECTION PROCESS

- Develop & Customize 6S Forms
- Develop common understanding of terms used
- 6S Team Inspection Preparation & Area assignments
- 6S Team expected outcome

MODULE 17: 6S INSPECTION PROCESS

- 6S Team Inspection Live Mode
- Compiling facts & report
- Constructive versus Destructive feedback
- Reporting – Findings and Recommendations

MODULE 18: SUMMARY – REFLECTION

- Course reflection

AUDIENCE

This course is suitable for all different level groups class separation and all department. Also, the employees with Competency requirement of managing and practice of housekeeping, continuous improvement, inventory control, productivity and efficiency, cycle-time & safety, Problem Solving & Decision Making. The employees who is from industry of manufacturing and service also suitable to attend this course.

METHODOLOGY

- Approx 20:80 rule – approx. **20%** lecture & **80%** learning activities
- Accelerated learning - Highly interactive with experience facilitator
- Implied & work related learning activities
- Learning activity approach: Experiential learning – Group / Individual work, discussion, demonstration, role modeling, critic, etc.
- Sharing of facilitator as well as other participants knowledge and experiences