

5S WORKPLACE MANAGEMENT

Introduction

5S is method of creating, maintaining and improving a clean and orderly workplace that exposes waste and errors. It helps identify unplanned levels of inventory, inadequate work processes, wasted time and equipment related inefficiencies.

Objective

This programme is designed to provide the foundation block of lean management and continuous improvement programs.

Target Audience

All those who are involved in being responsible for the organization's productivity, excellent quality and providing a safe and clean work environment.

METHODOLOGY

This program is conducted in a highly interactive manner where it enables the participants to have experiential learning throughout the training session. All the modules include one or more of the following methodology:

- Group work and exercises
- Case study related to the organization
- Lecture/Presentations
- Practical – 5 S Audit

Course Outline

LESSON 1

What is 5S All About?

LESSON 2

Sort: Clearing the Work Area

LESSON 3

Set in Order: Designated Locations

LESSON 4

Shine: Cleanliness & Workplace Appearance

LESSON 5

Standardize: Everyone Doing Things the Same Way

LESSON 6

Sustain: Ingrain It in the Culture

An Organization-Wide 5S Effort

Facilitator

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Duration : 1 day