

Five S's for Workplace Organization & Visual Controls for Continual Process Improvement

Workshop Content

This two-day workshop develops the knowledge and skills for planning, organizing and implementing the Five S Method for Workplace Organization. Workshop participants will also learn how the Five S process fits into a total system of Visual Management. Workshop participants will receive instruction and guided practice in planning and deploying visual management systems for the continual improvement of process quality, productivity, housekeeping, safety and employee development. Participants will learn how to create standards for each type of performance and to use the concept and practice of Visual Controls to integrate those standards into daily practice.

Who Should Attend

This workshop is intended for Champions and Sensei Candidates responsible for implementing and managing Lean improvement projects. This training is team-based training. Each team can include the Champion and up to four Lean Sensei Candidates. Maximum of 3 teams per session is allowed.

Prerequisites

Some experience implementing Lean techniques is helpful but not required.

Workshop Materials

Each workshop participant will receive a manual with all workshop materials from their coordinator

Workshop Goals

This workshop develops understanding of the philosophy and process for achieving workplace organization through the Five S Method. Participants will conduct a Five S Campaign to clean and organize one or more locations in your plant or office operations. Participants will also utilize Visual Management Methods to Control process performance in order to "hold the gains" achieved and motivate continual process improvement.

Workshop Outline

Day 1:

- Introductions
- Capturing Expectations from Participants
- Team/ Roles
- 5S Overview
- Review
- Conceptualization through Presentation / Video
- Team tour of subject area
- Photographs
- Identify and label storage areas
- Sort
- Tagging process
- Finish Sort
- Store
- Move everything

- **Day 2:**

- Shine
- Cleaning
- Standardize
- Create forms
- Create schedules
- Sustain
- Photograph
- Signboards
- audit

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