Practical 5S (1-day)

5S is a simple but powerful technique, generally considered to be a foundation element for Lean and continuous improvement. Despite this it is often poorly or inappropriately implemented in practice. Many organisations are successful at initial implementation, but most struggle to maintain, sustain or even improve on the original work.

This is an intensive one-day training workshop programme which covers 5S and related methodologies. The emphasis is on practical approaches/ tools to facilitate its effective execution in the organisation and sustainment as an operational system.

Delegate materials will be provided and reinforced by case studies, video, exercises and team based discussions to bring the concepts to life.

Who is the course for?

This training is suitable for managers, supervisors/team leaders, continuous improvement practitioners and anyone seeking to harness the power of 5S thinking.

No previous knowledge of 5S or Lean will be assumed, although it will be helpful and taken into account during the course. The content covers the spectrum from basic to advanced thinking, so there is valuable content for every level.

How can I take this course?

This course is delivered as an intense 1-day programme, combining classroom and practical "field trip" sessions.

Practical 5S - Course Content

The programme is composed of the following sections:

- **The Basics**
  The theory. What is 5S? What 5S isn't

- **Where and how can we apply 5S?**
  Application in production/manufacturing environments, office/transactional areas and the virtual world

- **5S benefits**
  The impacts on Waste, Quality, Cost and Safety
  The impact on working practice and culture

- **Why is this difficult?**
  Sources of resistance in the workplace and the barriers and pitfalls that have to be overcome. Some cautionary tales!

- **Hard Lessons and Good Practice?**
  Using case studies and other real-world examples, what does ≈ 20 years of experience tell us?

- **Holding the gain**
  Why is "Sustain" the most difficult 'S' and what approaches can we used to help us hold the gain? What is good audit practice? Motivating and building understanding.
  Developing capability and setting targets

Supporting Materials

To reinforce and support those attending the training we will supply a wiro-bound copy of all the slides and exercises, along with any templates that are used during the session.

- ◆ Originated in Japan and popularised by Toyota
- ◆ Developed further by Hiroyuki Hirano in the book 5 Pillars of the Visual Workplace in 1995
- ◆ A series of 5 Japanese words and their English transliterated "equivalents"

- ◆ How to:
  - Remove the clutter
  - Organise what we use
  - Clean and maintain the area
  - Have a routine and consistent approach
  - Motivate and build understanding

Sort	Seiri
Straighten	Seiton
Shine	Seiso
Standardise	Seiketsu
Sustain	Shitsuke