

This continual improvement course, “5S Method and Skills”, teaches you how to help teams get involved in improvement and create immediate, meaningful, and visual improvement in their workplace. Individuals often report that several hours per day are wasted in searching for materials, equipment, and information needed to do their job!

5S is a method that helps:

- Reduce **SEARCHING** and **GETTING READY** wastes in daily work activities
- Increase the safety and productivity of your team
- Build teamwork
- Promote a more visual, standardized work process
- Free up time for more capacity and value-adding activities for your customers



↑ **Productivity* >35%**
↑ **Climate/Engagement >20%**

Course Deliverables:

- **Training** in the 5S process for both physical and information processing environments and 5S process practice
- **Application** knowledge by co-leading a team through an actual 5S improvement event that gains immediate results for the organization and application knowledge
- And membership (one year free) into the Continual Impact Community of improvement practitioners
- Optional: One-on-one **Coaching** during classroom exercises, during and after the application
- Optional: **Certification** based on classroom comprehension, application results, use of method, and team survey.

What is 5S ?

A 5 step method that typically addresses the wastes of Search and Getting Ready

- **Sort** (Seiri) – Identify what is needed and what is not
- **Straighten** (Seiton) – Place in Proper Arrangement
- **Shine** (Seiso) – Put in working condition; Clean
- **Standardize** (Seiketsu) – Agreement for use
- **Sustain** (Shitsuke) – Commitment and process to maintain standards established

Sometimes referred to as 6S for the inclusion of Safety; Note that Safety is part of each step

Local Area Network Drive 5S Results			
	BEFORE	AFTER	% Change
Searching for emergency contacts	3.5-5 minutes	4-5 seconds	98%
# of Folders	52	3	94%
Homeless Files	105	ZERO	100%
	No Structure	Structure!	

*Multifactorial productivity based on reduction in search, movement, variation/defects, runouts/inventory; labor and capital decrease

Course Goal:

To increase your knowledge and skills of the 5S method and be able to use it to decrease searching and getting ready wastes, improve productivity, and create an environment that is safe, visual and supports work processes.

Knowledge and Skills Gained:

- Ability to identify opportunities for the 5S improvement method.
- Ability to prepare and perform a 5S event – step by step (including what to expect and what skills are needed).
- A process to follow, techniques to use and templates to use for using the method, install the solutions, measuring performance, and continually improving.

Time Frame:

- 3 days classroom training (tell, show, do, recycle framework; with simulation/role play/application)
- Optional: 2 days of on-site event co-lead
- One-on-one coaching during training, event, and post event

Agenda:

2-hour Webinar
1. The WHAT, WHY and HOW of 5S; Overview of method, when to use it, how to identify opportunities; Q&A, starting project selection
Classroom (3 Days)
1. The role of a Continual Improvement Champion in leading the method
2. How to lead a team through 5S in a physical environment; a) Confirming and Preparing the team, b) Seeing how to perform each step: Sort, Straighten, Shine, Standardize, Sustain, c) Classroom Simulation: Doing a 5S and getting feedback
3. Showing how to lead a team through 5S in an office/information environment; a) Seeing how to perform each step; Differences in approach and techniques from a physical environment, b) Classroom Simulation: Doing a 5S and getting feedback
4. Preparing for application
5. One-on-one coaching to confirm/prepare initial application; Q&A
Optional: Application 2 Days on-site with the team
▪ On-site 5S improvement event, with coach as co-lead (real, immediate Application)
▪ Follow-up one-on-one coaching
Optional: Certification (after completion of additional event of Champion)
• Pre-event review of event selection (Confirm/Prepare)
• Event documentation review and team survey & CERTIFICATION RECOGNITION!

Contact Us:

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