

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

5S 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
- Provide more value to your customers

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!	

Course Deliverables:

- **Training** in the 5S process for both physical and information processing environments
- 5S process **practice**
- Opportunity to **co-lead a team** through an actual 5S improvement event to gain immediate results
- One-on-one application **coaching** time
- **Membership** into a continual improvement community of practitioners

>15% personal labor productivity (typical)

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

Course Goal:

To increase your knowledge and skills of the 5S method to decrease searching and getting ready wastes.

Knowledge and Skills

Gained:

- Ability to identify opportunities with the 5S improvement method
- Understand how to prepare and

perform a 5S event – step by step (including what to expect and what skills are needed)

- A process to follow and techniques used to install the solutions, measure performance, and continually improve

“Be able to tell the status of any work unit within 5 minutes without having to ask anyone or turn on a computer.”

Time Frame:

- 16 hours classroom training (tell, show, do, recycle framework; with simulation/role play/application)
- 2-5 days of on-site event co-lead
- Up to 4 hours of additional one-on-one coaching

Who Should Participate?

- Improvement Champions (those specially selected to lead the effort to embed improvement in the organization)
- Individuals seeking to grow and expand in their role

Agenda:

2 Days classroom
1. What is 5S and how does it relate to other problem solving methods (Training & Practice)
2. When to use 5S
3. 5S and the Improvement cycle
4. How to lead a team through 5S
▪ Confirm (Training & Practice)
▪ Prepare (Training & Practice)
▪ Perform step by step 5S (Practice)
▪ Institutionalize to achieve results & continually improve
2-5 Days on-site with the team
On-site 5S improvement event, with coach as co-lead (real, immediate Application)

Reduce physical & information time spent searching & getting ready waste

Prerequisites:

- Introduction to Improvement: “Seeing the Possible” course
- Foundational Continual Improvement course
- Bring an improvement opportunity (problem) to training

Next Step - Contact

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