



5S – Workplace Organization Kaizen Training

(Onsite – 3 Days, 8 Hours/day – Optimum class size 6 - 9 students)

Training Description

This training instills a five-step highly disciplined housekeeping technique. This technique provides the ‘how to’ for a manufacturer to promote and sustain a high level of productivity and safety throughout a workspace to ensure the success of lean manufacturing. This basic tool will become the first step for students to eliminate waste and to streamline work areas. 5S – Workplace Organization Kaizen Training is delivered onsite for all levels.

The 5 steps are:

- **Sort** through all items and remove unneeded items
- **Set in Order** remaining items, set limits, create temporary location indicators
- **Shine** or clean everything and use cleaning as inspection
- **Standardize** the first 4 S’s by implementing visuals displays and controls
- **Sustain** the gains through self-discipline, training, communication, and total employee involvement

Training Objective

Students will experience and learn the basic 5S methodology

- Complete visual order & minimum waste of motion in the work area
- Maximize value-added work
- Point-of-Use Communications resulting in reduced scrap & rework
- Safety and improved Quality of Work Life
- A basis for Continuous Improvement
- “RED” Tagging Unneeded Items List
- Hands on experience with Setting-in-Order (Visuals)
- Workplace 5S Sustaining Plan and 30-day Kaizen To-Do List

Skill Attainment

5S Kaizen training will provide a clear understanding and application of the 10-step Kaizen Process Cycle of continuous improvement; Plan, Do, Check and Act. This training will be used over and over again and will become the standard method for addressing improvement opportunities going forward. The 5S technique provides the ‘how to’ to clean up the production and office areas that lets employees “see” for the first time the waste that is inherent to the process. This basic tool will become the first step for students to eliminate waste and to streamline work areas.

These skills are transferable within the company, industry and are highly desirable by any manufacturer.



Training Agenda

- Introduction to Lean Manufacturing Terminology
- 5S Tools
- Identify the Current State using a 5S workplace checklist
- Brainstorm Solutions to Problems found during audit
- Identify improvement to safety, sort, set in order and shine. Create plan
- Begin implementing the first 4 S's (using the "Red Tag" method and log unwanted items)
- Consider Lean concepts such as Point of Use Storage, optimizing Plant Layout, Visual Controls, Kanban, Pull Systems, etc.
- Develop Kaizen Plan
- Implement Plan
- Use photographs and checklists to develop standards and sustainment methods
- Create a 30-day to-do list with responsibilities for future ideas
- Management Report Presentation