5’s

Description: This 4-hour course the participants will learn to effectively implement the 5S methodology into their work areas and apply this disciplined and systematic method to sustainably improve their work environment. Implementing 5S into company culture will ensure a workplace that exudes safety, process, precision, quality, efficiency and professionalism.

Target Audience: The 5’s training is for employees at all levels of an organization.

Prerequisites: None

Delivery Method: Classroom-style lecture with PowerPoint slides and in-class discussion to encourage questions and participation

Course Outline:

Understand the Benefits and Organizational Impact of Implementing 5S into a Company
- Effectively identify problem areas
- Manage the 5S process after initial implementation

Identify 5S principles
- S1: Sort and keep only what is needed today and gain understanding of the red tag method
- S2: Straighten and put all inventory/stock in its proper place and gain understanding of visual techniques
- S3: Shine to see problems when they are small and learn to incorporate inspection and maintenance schedules
- S4: Standardize all processes to have workplace standardization to ensure error-proofing
- S5: Sustain 5S by providing performance feedback and gaining commitment from organization

Gaining Ownership of the 5S Process through Implementation
- Identify the importance of employee empowerment in implementing 5S into daily activities and work areas
- Guide and motivate employees to adopt 5S practices
- Identify the forms and tools needed to implement the 5S process

Measuring and Managing Company 5S Program Performance
- Identify critical success factors
- Design an effective 5S audit checklist
- Monitor specific work area and company-wide progress
- Recognize and reward the collective efforts of the team

Textbook: None; presentation notebook will be provided
Business Services

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