

5S to Kaizen

2 Day Lean Tools & Practices Workshop

Quality Place › Quality People › Quality Products & Services

Suitable for

Anyone from production and manufacturing industries who are interested in evaluating the 5S & Kaizen as an improvement methodology for their workplace will be benefited from attending this workshop. In particular, executives and managers who are seeking a way to improve their organization by introducing a new culture of change will find that this program provides an excellent, in-depth introduction to the 5S & Kaizen.

Course Description

"5S" workplace organization is one of the foundational elements of a **Lean Manufacturing** initiative. Understanding this simple 5 Words and **Kaizen concept** is the oldest management system and the best living skill on earth. The Japanese have shown their wisdom by incorporating and imbued this into their organizational structure.

5S is the simplest and most practical 5 point management system developed by Japanese to improve and maintain high level of housekeeping in their work place. Western giants like Intel, Motorola, GM, Ford adopted this practice from Japan. Successful companies reflect high level of 5S!

- **SEIRI/SORT** - Remove all unnecessary materials and equipment from the factory.
- **SEITON/SET** - Everything in its place and everything has a place.
- **SEISON/SHINE** - Clean everything, tools, cabinets, machines and floors.
- **SEIKETSU/SUSTAIN** - Maintain high level of Sort, Set & Shine at all times.,
- **SHITSUKE/SELF VALUES** - Discipline, Punctual, Good Habits & Learning Attitude.

As a practical workshop, 5S will take you on a journey from uncovering waste, saving money, energy or time, simplifying your working environment, improving quality and safety, increasing profitability as soon as you return to work.

Furthermore, the power of 5S is not only happening in the workplace, it can be practiced by individuals to achieve in life. 5S & Kaizen can be used as a motivational and practical tool assist us to achieve our dreams, mission and vision. By attending this training, it will help you to enhance and stimulate Leadership ability and potential.

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Course Objectives

After completing this 2 days training, delegate will be able to:

- Achieve productivity and efficiency in their workplace
- Create a neat and tidy working environment
- Achieve and maintain high Quality, low Cost and prompt Delivery
- Achieve organization vision and mission
- Transform a culture of discipline, considerate, logic, friendliness
- Discover how "5S" workplace organization is the cornerstone of a Lean Initiatives
- Know the standard of World Class levels of workplace organization and the company cultural shift for '5S'
- Understand the importance of 5S
- Practice and Leverage on 5S
- Practice and Commit 5S for team work

Course Content

1. Introduction to the World of Kaizen & 5S

- Definition of Kaizen & 5S
- How do we pronounce 5S?
- History of 5S

2. Visual Management Exercise

- Practice the level of visibility
- The support benefits & importance of Seiton

3. Implementation 5S

- How 5S can help your organization to achieve Quality, Cost & Delivery

4. Practicing 5S in your workplace

- Discover various methods to practice 5S successfully

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5. 5S in Plant & 5S in Office

- Looking into the abnormalities of plant & office

6. 5W & 5S

- Who should implement 5S?
- When is the right timing to implement 5S?
- What are the criteria to implement 5S?
- Where do you implement 5S?
- Why should you implement 5S?

7. Sorting Board

- Identify & Analyze individuals' strength & weaknesses
- Exercise: Reflect the better understanding of oneself

8. Setting Board

- Sharing & Creating Personal Dream Board
- Fundamentals propels the journey to achieve

9. Shining & Sustaining

- What kind of a process is Shining & Sustaining?
- Action points to follow

10. Word Puzzle

- 50 words to be Sorted & Set according to 5S
- Perform ranking for the words that are linked to 5S
- From confusion to systematize and discreteness

11. Word Setting

- Rank the importance of 10 words under Sort, Set, Shine, Sustain & Self Values
- Explore the difference from Smart to Wise

12. The 6th S- Simplicity

- Wisdom is Simplicity and exploring the uniqueness of 5S

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training India. Sieger will charge on INR basis only.
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