



5S in the Office or Plant

5S is a process for organizing a workplace. The objective is to develop an environment that only includes the required items, where and when they are needed. The result is an efficient and effective working environment with dramatically reduced wastes in waiting on people, information and/or equipment and searching for whatever is missing.

The largest challenge in developing and achieving an organized environment is changing old behaviors. This session provides an opportunity for participants to *experience* the effects of workplace organization. Through small group activities and an implementation exercise, participants actually practice the 5S principals and begin to understand how it can enhance their performance and success.

8 to 16-hour Session:

5S in the Office or Plant Training and Application:

This session includes an advanced study of the topics of the basic overview and a hands-on application activity. In addition to the 2-hour content, this program includes:

- Identify the basic lean tools and the role of 5S in supporting lean manufacturing
- Discuss various methods for launching, implementing and/or maintaining a successful 5S program
- Implement 5S to a selected area (work cell, office, conference room, etc.)
- Develop a 5S implementation plan (as applicable, based upon the existing workplace organization initiatives)

4 to 16-hour Session:

Supporting the Lean/5S Initiative:

These custom sessions (examples below) are designed to meet the specific needs of the organization and/or Lean/5S implementation team.

- Defining a 5S Strategy and Launching the 5S Program (including communication)
- Sustaining 5S Beyond the First 6 Months

These programs can be tailored for a production and/or office environment. The activities and discussions are adjusted based upon the mix of participants.

**Call today for more information about
these exciting programs!**

800.577.4293