

Presents

## 5S Workplace Organization Workshop

5S is a process for continually improving and sustaining workplace organization. It represents the 5 pillars for maintaining a visual workplace. 5S is a core competence for reducing wastes that impede productivity.

The 5S Workplace Organization Workshop is for those who need to understand how much productivity can be improved while making the workplace a safer and more and more enjoyable place to work. The 5S workshop is ideally suited for multi-disciplinary groups and provides the opportunity for a high level of participation.

**Duration:** Half day

**Preparation Required:** None

**Prerequisites:** None

### 5S Workplace Organization Workshop Demonstrates

- The difficulty working in a poorly organized workspace.
- Typical impediments to effectively completing required tasks.
- The need for standardized methods and procedures.
- The significant delivery time improvements that can be achieved and the impact of those improvements on morale and profitability.

### You will be introduced to:

- A detailed description of the 5S's.
- Ways we lose time every day.
- The Customer Delivery Timeline and how it affects profitability.
- How effective organization reduces organizational wastes.
- The Red Tag process for dispositioning unnecessary items.
- Visual Controls, their importance and use.
- The 5S Levels of Excellence self-assessment chart.
- The impact of multi-tasking
- Organizing your computer for effective use.
- The benefits of 5S.
- Examples of effective organization.
- Next Steps

### Who should attend:

- ✓ **Directors** who need to understand the true cost of workplace organization in terms of productivity and profitability.
- ✓ **Managers** who need to understand the importance of standardized systems and the floorspace that is lost to wasted space.
- ✓ **Supervisors** who need to improve workflow, to reduce the time spent finding missing items, to reduce the time reinforcing how to complete tasks.
- ✓ **Production and Service delivery** personnel, who need be able to accomplish more with less stress and who want a more enjoyable environment.
- ✓ **Engineering and Business Process** personnel who develop and maintain products and processes.

For further Information and to book your 5S Workplace Organization Workshop contact: