Course Name: 5S

Synopsis

Welcome to our Advanced 5S Training Program! This comprehensive course is designed to take your 5S knowledge and implementation skills to the next level. Over the next two days, we will delve into advanced concepts and techniques that will empower you to drive significant improvements in workplace organization, efficiency, and safety.

What You Will Learn

- By the end of this training program, participants will be able to:
- Understand the advanced principles and methodologies of 5S.
- Learn advanced sorting, set in order, shine, standardize, and sustain techniques.
- Develop skills in creating optimal layouts and implementing effective cleaning and maintenance practices.
- Gain insights into developing best practices, standard operating procedures, and visual management tools.
- Learn strategies for building a sustainable 5S culture and conducting effective audits.
- Enhance problem-solving skills and integrate 5S with other lean practices.

Who Should Attend

This training is ideal for individuals and teams who have already undergone basic 5S training and are looking to deepen their understanding and skills. It is especially beneficial for managers, supervisors, and team leaders responsible for implementing and sustaining 5S practices in their organizations.

Prerequisite

N/A

Course Methodology

Our training approach is highly interactive and practical, featuring a blend of lectures, case studies, group discussions, and hands-on exercises. You will have the opportunity to apply advanced 5S techniques in real-world scenarios, ensuring that you can immediately transfer your learning to your workplace.

Course Duration

2 day(s) - 9am - 5pm

Course Structure

Session 1: Registration and Welcome Coffee

o   Registration of participants
o   Distribution of training materials

Session 2*: Opening Session*

o   Introduction to the course objectives and agenda
o   Participant introductions and expectations

Session 3: Review of 5S Fundamentals

o   Quick recap of the 5S methodology: Sort, Set in order, Shine, Standardize, Sustain
o   Importance and benefits of 5S in the workplace

Session 4: Advanced Sorting Techniques

o   Identifying non-essential items in complex environments
o   Implementing efficient sorting strategies
o   Practical examples and case studies

(003587769-K)
Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia
Mobile: 019-9790786
Email: hr.department@softspheretraining.my
Website: www.softspheretraining.my

Session 5: Set in Order (Seiton) – Advanced Layout Design

- Principles of effective workplace organization
- Techniques for creating optimal layouts
- Tools and technologies for layout planning (e.g., CAD software)

Session 6: Shine (Seiso) - Deep Cleaning and Maintenance

- Advanced cleaning techniques for different types of environments
- Preventive maintenance practices
- Implementing cleaning schedules and checklists

Session 7: Standardize (Seiketsu) - Developing Best Practices

- Creating and documenting standard operating procedures (SOPs)
- Visual management tools and techniques
- Ensuring consistency and compliance

Session 8: Sustain (Shitsuke) - Building a 5S Culture

- Strategies for sustaining 5S practices over the long term
- Role of leadership and management in promoting 5S
- Employee engagement and training programs

Session 9: Auditing and Continuous Improvement

- Conducting 5S audits and assessments
- Tools and techniques for continuous improvement
- Case studies of successful 5S implementations

Session 10: Advanced Problem Solving Techniques

- Root cause analysis (RCA) and 5 Whys
- Applying lean tools (e.g., Kaizen, Kanban) to 5S issues
- Practical exercises and group work

Session 11: Integrating 5S with Other Lean Practices

- Synergies between 5S and other lean methodologies
- Case studies and best practices
- Developing a comprehensive lean strategy

Session 12: Action Plan Development

- Developing individual and team action plans for 5S implementation
- Setting SMART goals for ongoing improvement
- Sharing and discussing action plans with the group

Session 13: Action Plan Development

- Final Q&A session
- Summary of key takeaways
- Course evaluation and feedback