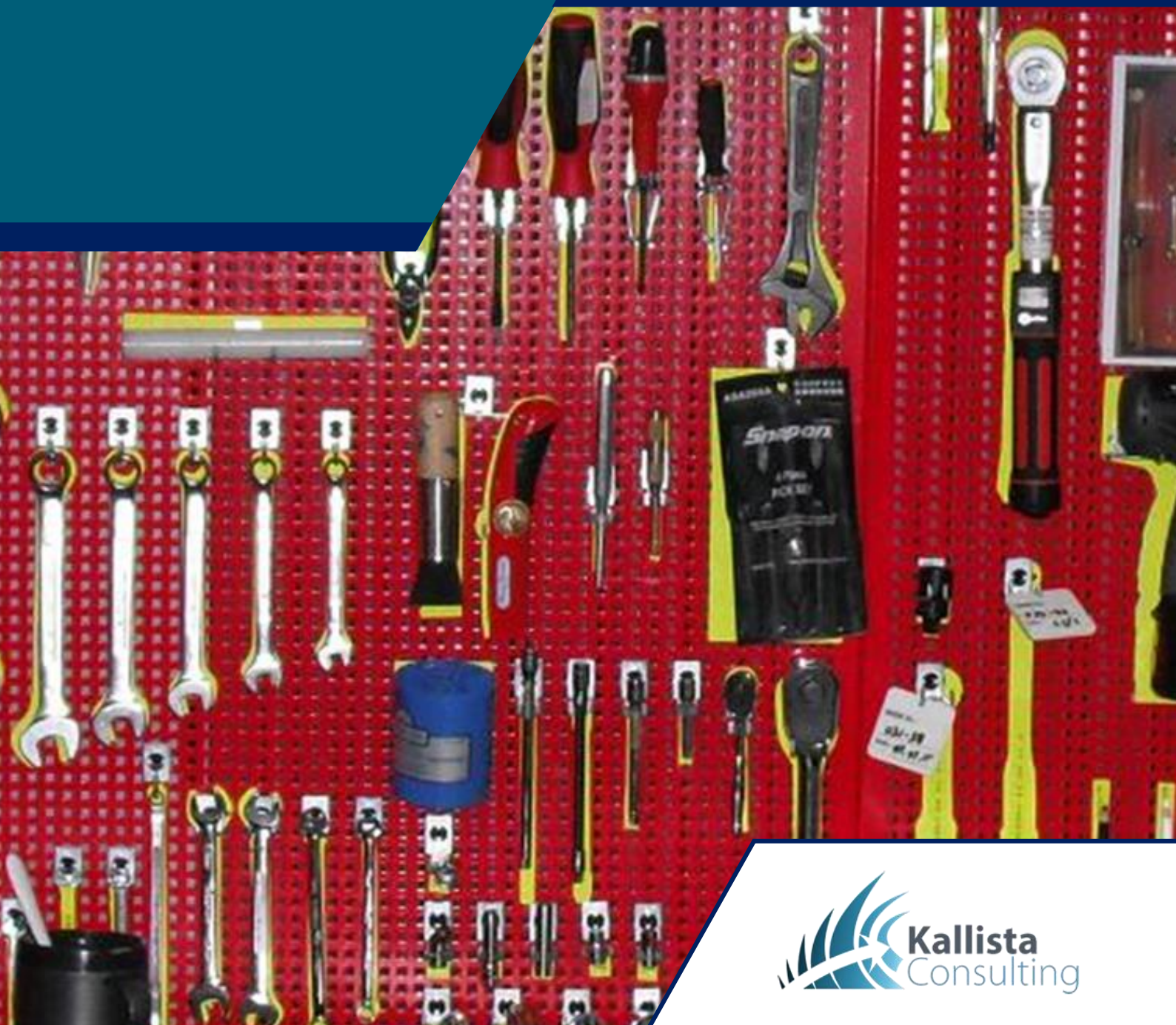# An Introduction to 5S & Visual Workplace Management

For Manufacturing, Warehouses & Technical Environments

Practical Workplace Training in Continuous Improvement
Available in half-day, one-day and two-day variations

reduce waste ◆ increase throughput ◆ improve quality

Kallista Consulting

Introduction

Long considered a foundation of high performing organisations, 5S is a simple and accessible technique that provides immediate and significant benefits by:

- de-cluttering workplaces and providing a framework for maintaining high standards of housekeeping and organisation

- improving communication & enhancing workplace safety

- establishing standard methods and behaviours

- ensuring maintenance activities are carried out

- establishing visual systems that support rapid induction of new employees

- engaging teams to work together to drive improvement

- increasing employee's empowerment and sense of ownership of their workplace

Learning Objectives

Having completed this course, participants will understand:

- the meaning and application of the processes associated with 5S (Sort, Set In Order, Shine, Standardise and Sustain)

- how to objectively score an area for 5S compliance and identify improvements

- how to use 5S tags and a 5S holding area

- how to improve process through appropriate layout and storage of tools and raw materials

- how to use colours and standard signage to improve productivity and how to work as part of a team at toolbox meetings to identify improvements and solve problems

Who Should Attend

The workshop is based on short theory sessions that are highly visual and contain many examples of 5S in action. It includes a significant practical component and is highly accessible with no pre-requisites. We have run it successfully in many workplaces, including where there are a high proportion of workers that have English as a second language.

This program has been specifically designed for employees working within manufacturing, warehouse or technical environments, and is for all team members who are accountable for maintaining housekeeping and organisation to a certain standard. To get the best out of 5S we recommend all employees attend the workshop.

We also have additional modules for workplace leaders to help them lead their teams through a 5S program.

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Training Agenda and Structure

Module 1: Overview & Relevance of 5S

Overview

The first module sets the scene for the program via a fun exercise that demonstrates how significantly the principles of 5S contribute to productivity. The facilitator explains that 5S has been around in several forms for over a century, and is considered a foundation of safe, productive work environments.

Participants have opportunities to discuss how the methodology might be relevant in their organisation and begin to identify work areas where it could be particularly effective. This helps to establish context and buy-in for the audience.

Agenda

• History and overview of 5S

• Why 5S is important and relevant to you

Exercise

• The module commences with a simple exercise that shows the 5S Principles in action and clearly demonstrates how they work to have a big impact on productivity

Module 2: S1, S2 & S3

Overview

In the second part of the workshop, participants explore the first three 5S Processes, Sort, Set In Order and Shine. These are the 5S processes that contribute most of the day-to-day benefits of 5S by removing clutter, creating a home for everything and maintaining high standards of cleanliness.

As part of this module, participants will do a workplace walkthrough (if the training is conducted on-site), discuss and identify opportunities for Sort, Set In Order and Shine, practice using red-tags and the 5S Holding Area, and learn to use the workplace scoring sheets.

Agenda

The Core Concepts
- S1: Sort
  - Activity: Using 5S Tags
- S2: Set In Order
- S3: Shine
  - Activity: Using the 5S Area Scoresheets

5S Implementation Roadmap

Activity

- **Area Walk-Around**
  - Conduct initial area scoring
  - Discuss immediate needs and opportunities

Module 3: S4 & S5

Overview

In the final module, participants explore how organisations use Standardise to enhance their visual communication throughout a workplace. This is an opportunity to get creative and create great systems to help control the flow and quality of work.

The last topic of Sustain examines how managers and teams can ensure that 5S improvements not only remain embedded and maintained, nut continue to improve.

Agenda

• S4: Standardise
  • Using Visual Controls
  • Examples of Standardise in practice
• S5: Sustain
  • Toolbox Meetings
  • Gemba Walks

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Kallista Consulting was founded in 2006 with a vision to help organisations achieve their goals by improving their leadership capability, team culture and process performance. We do this through developing and facilitating practical training and business transformation programs that provide a measurable return on investment. Our programs are designed by experienced professionals who have strong leadership and operational experience, are excellent communicators capable of building strong relationships at all levels and who can translate their knowledge into easy-to-understand frameworks and tools.

Now, more than 17 years later, we boast an enviable client base, and our business advisory team includes some of the most experienced productivity and leadership experts in Australia, with experience across many sectors, both public and private. Our outstanding track record of delivering a strong return on investment for our clients speaks for itself, and we have many ongoing clients with whom we work very closely with engagements running over several years.

Our key areas of expertise are:

- **Leadership Development (from frontline to executive level)**
    - Leadership Fundamentals Training
    - Leadership Development Programs consisting of training and practical activities to develop and adapt the skills to the workplace
    - Training, coaching and mentoring for business leaders

- **Business Fundamentals Training**
    - Inventory & Warehouse Management
    - Outstanding Customer Service
    - Time Management

- **Process Improvement**
    - Training in all aspects of continuous improvement (lean – six sigma principles) and their practical application, including green and yellow belt certification
    - Business process mapping and performance analysis
    - Business process transformation

- **Project Management Training**
    - Traditional Project Management (PMBOK / Prince 2)
    - Agile Project Management

A few of our client partners

And why they keep coming back

practical & engaging exercises that help translate the learning directly to the real world

Quality materials, printed in colour on heavy paper, that are comprehensive guides in themselves

experienced facilitators with engaging styles, who command credibility with their audiences

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