



## Organization and Discipline: **by means of 5S**

5S is a foundational step which plays a major role in stabilizing process and sustaining gains realized through improvement activities.

5S is about organization and discipline and goes beyond cleanliness to help deliver consistent operational results in a safe and orderly workplace. 5S has been widely used in all types of organizations, from manufacturing and service to health care; from military and government to financial institutions.

### Workshop Description

The 5S workshop goes beyond just an educational experience.

Once the 5S training is provided the team will execute a hands-on implementation of level 1 (sort) 5S in a specific area of the company.

### What You Will Discover

This course has been designed to introduce you to the 5S methodology and help you learn basic implementation steps including evaluation and audit.

- Introduction to the House of Lean
- What is 5S?
- What are “red tags”?
- What are the “Common Color Codes”?
- How do you conduct a 5S Audit?
- How do you monitor progress

### How You Will Benefit

*Participants successfully completing this course will gain the knowledge required to:*

- Understand the purpose behind each of the 5-steps and the criteria to evaluate how well each “S” has been implemented
- Conduct a 5S Audit
- Implement a 5S progress measurement program
- Start using this technique right away in your organization with the structured format learned
- Understand how the 5S system will help you correctly apply the lean techniques through making waste visible and supporting standardized work requirements

### Who should attend?

- Lean / change agents, managers and supervisors who want to make sure they are starting this foundational concept the right way or interested in improving the current program
- Organizations considering a Lean approach or those in the beginning stages (to set the stage for further 5S improvements)

For more information on 5S Organization and Discipline and other Business Performance Improvement Workshops, contact: [sbs@synergyresources.net](mailto:sbs@synergyresources.net)