

An Introduction to 5S & Visual Workplace Management

Practical Workplace Training Module



reduce waste ◆ increase throughput ◆ improve quality

5S is a Foundation of Productivity

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
- Embedding methods for continuous improvement
- Establishing visual systems that support rapid induction of new employees
- Engaging teams to work together to drive improvement



Engage Teams and Create an Enviably Work Environment

Freecall 1800 088 494
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Workshop Agenda

As with all of our training workshops, the content, context and duration are tailored to your organisation's specific needs, from an introduction to the concepts through to advanced applications.

Overview of 5S and relevance

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

S4: Standardise

- Using Visual Controls within manufacturing environments
- Examples of Standardise in practice

S5: Sustain

Toolbox Meetings



A great way to promote teamwork

What you will learn & achieve



Expected Outcomes

After attending this workshop, 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

We would strongly recommend that this workshop is combined with our other workshops;

- 'An Introduction to Lean Thinking'
- 'Kaizen – Applying improvement to the workplace' and
- 'Lean Leadership – Using Lean Tools to drive Effective Leadership'.

Pre-Requisites: Nil

Duration: ½ day one day and 2 day versions

Delivered on or off site

Knowledge that creates ownership and empowerment

Why Kallista Consulting



Our success comes not only from our expertise in process improvement methodologies such as Lean and Six-Sigma, but also from our ability to engage effectively with people at all levels. We are market leaders in providing the business transformation leadership that brings real results. Our training and workplace methods have been refined over many years to ensure they are engaging and practical and the feedback we receive is consistently excellent. Most of our clients experience a measured return that is many times their investment

Our reputation speaks for itself. Over the past decade, we have worked with clients for all sizes across diverse sectors, including with some of Australia's most respected organisations. Here are just a few;



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