

# 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 World Class Work Environment*

Call Chris on 0428 521 040  
[www.kallistaconsulting.com.au](http://www.kallistaconsulting.com.au)



# Workshop Agenda

As with all 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
- Examples of Standardise in practice

#### S5: Sustain

Toolbox Meetings  
Gemba Walks



*5S is a powerful method for promoting teamwork*

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# 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 2day versions

Delivered on or off site

*Knowledge that creates ownership and empowerment*

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# 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;



Kallista Consulting  
(Kallista Services Group Pty Ltd)  
681 Stanley Road, Stanley Vic 3747  
info@kallistaconsulting.com.au  
www.kallistaconsulting.com.au  
0428 521 040