

## 5S CONTINUOUS IMPROVEMENT TRAINING

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**5S Continuous  
Improvement  
Training Course**



**COURSE LENGTH: 0.5 DAYS**

5S is a continuous improvement method based on the consistent implementation of these five activities: Sort, Simplify, Sweep, Standardise and Sustain. 5S is widely used in Japan to improve and maintain cleanliness, orderliness and efficiency as well as to reduce errors and waste in the workplace.

This course teaches you the origins and concept of 5S, how to use 5S to identify opportunities for improvement and the benefits from its proper implementation. You also learn how 5S can encourage every member of the organisation to participate and contribute small changes that collectively produce significant improvement in their workplace.

The 5S Continuous Improvement Training Course is now offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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## 5S CONTINUOUS IMPROVEMENT TRAINING COURSE OUTLINE

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### FOREWORD

5S is much more than just "housekeeping". Housekeeping and an organised workplace are the results of 5S, but the real purpose of 5S is to uncover errors and problems more quickly.

Learn to reduce waste through a systematic application of 5S principles – Sort, Set in Order, Shine, Standardize, and Sustain. This workshop teaches the basic 5S techniques and illustrates that its implementation immediately reduces waste and provides a cleaner, safer work environment.

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### OUTCOMES

- ▶ Explain the origins of 5S methodology
  - ▶ Discuss the benefits of 5S principles
  - ▶ Identify opportunities for improvement using 5S principles
  - ▶ Introduce and embed 5S changes to the workplace for sustained improvement
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### MODULES

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#### Lesson 1: Origins of 5S

- ▶ What is 5S?
- ▶ Where did it come from?
- ▶ The benefits of 5S

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#### Lesson 2: Planning for a 5S

- ▶ Tips for Success
- ▶ Issues and Concerns
- ▶ Evaluating Your Initial Situations

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#### Lesson 3: The 5S Methodology Unpacked Sort (Seiri)

- ▶ Clearing the work area
- ▶ Determine what you need

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#### Lesson 4: Set in Order (Seiso)

- ▶ Designated locations
- ▶ Design your workplace for efficiency

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#### Lesson 5: Shine (Seiton) Workplace Cleanliness

- ▶ Spit and polish
- ▶ Creating cleaning routines

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#### Lesson 6: Standardize (Seiketsu)

- ▶ Making it routine
- ▶ Design systems to ensure new norms
- ▶ The benefits of 5S

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#### Lesson 7: Sustain (Shitsuke)

- ▶ Changing the future
- ▶ Techniques to prevent old habits
- ▶ The benefits of 5S

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#### Lesson 8: Wrapping Up

- ▶ Words from the Wise
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### WEB LINKS

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▶ [View this course online](#)

▶ [In-house Training Instant Quote](#)