



Address: Galway Technology Centre, Mervue Business Park, Galway
Telephone: +353 91 870708, mob. +353 87 2837810, e-mail: info@leanireland.ie, web site: www.leanireland.ie

Course ID: S20

5S – THE FIVE PILLARS OF AN EFFECTIVE WORKPLACE

Online course 4x 4-hour webinars with 5S project work, plus 2-hour review

1. What is 5S?

5S originated in the late 1950's in Toyota, Japan, and has since been adopted by many western organisations, across all sectors. The basic premise of 5S is that personnel who work in any geographical area of the organisation (e.g. the development laboratory, a manufacturing area, the upstairs offices, the reception foyer, the warehouse etc.), have responsibility for the safety, layout, workflow and cleanliness of that area.

This 5S online course is facilitated over four 4-hour webinars. It is interactive and involves a combination of online theory, followed by practical 5S transformation in the chosen area. The content is tailored to suit your organization, with relevant 5S advance planning and follow-up mentoring as required.

2. What will I learn?

2.1 At the end of this workshop, you will

- understand 5S objectives, methods and how to ensure sustained implementation, and
- be enabled to implement, and sustain, 5S in their own workplace.

3. How will I be supported?

During this online course, you will

- be able to listen to and interact with the online course tutor and other participants;
- be able to ask questions and complete online quizzes to self-assess your understanding of the topic;
- be able to download all online webinars recordings for your own future use, and
- be able to download soft copy presentation files, with data sets and case studies, for your own future use.

At the end of the webinar series you will receive a certificate of completion.

4. Workshop Preparation

In consultation with Lean Ireland, the client will select a 5S champion, and a clearly defined area in the organisation in which to conduct the initial 5S workshop/exercise. The Lean Ireland consultant will assist the client on location selection, preparation for the event, and likely follow-up actions required after the event to ensure success. This preparation will take place over two to three online meetings.

5. 5S Webinar Timetable

Module	Content (4 hours per webinar)
S20 E01 Introduction & Sort (4 hours)	<u>Introduction to 5S theory</u> <ul style="list-style-type: none"> • Introductions • Intro to lean & 5S, Toast video, • Sort, Set-in-order, Shine, Standardise & Sustain <u>Sort theory & application</u> <ul style="list-style-type: none"> • Video review • Current state vs. ideal state brainstorm • Division of area & personnel responsibilities • Pink tags/sort exercise, removal of clutter, disposition <u>Area exercise plan:</u> <ul style="list-style-type: none"> • Agreed actions, responsibilities and timelines
Followed by 5S work in area by team, per end of webinar agreement and plan.	
S20 E02 Set-In-Order (4 hours)	<u>Sort review</u> <ul style="list-style-type: none"> • Video review • Before/after review • Inventory of items removed/to be removed <u>Set-in-order theory & application</u> <ul style="list-style-type: none"> • Current state vs. ideal state • Flow optimization • Spaghetti map <u>Area exercise plan:</u> <ul style="list-style-type: none"> • Agreed actions, responsibilities and timelines
Followed by 5S work in area by team, per end of webinar agreement and plan.	
S20 E03 Shine (4 hours)	<u>Set-in-order review</u> <ul style="list-style-type: none"> • Video review • Before/after review • Listing of items to be designed/procured <u>Shine theory & application</u> <ul style="list-style-type: none"> • Team responsibilities • Equipment, materials, knowledge and required supports <u>Area exercise plan:</u> <ul style="list-style-type: none"> • Agreed actions, responsibilities and timelines
Followed by 5S work in area by team, per end of webinar agreement and plan.	
S20 E04 Standardize (4 hours)	<u>Shine review</u> <ul style="list-style-type: none"> • Video review • Before/after review <u>Standardize theory & application</u> <ul style="list-style-type: none"> • Team roles & responsibilities • Rotas & maintenance of same • Extension of standard work to other areas. <u>Area exercise plan:</u> <ul style="list-style-type: none"> • Agreed actions, responsibilities and timelines
Followed by 5S work in area by team, per end of webinar agreement and plan.	

Post implementation & Sustain review with management team	
<p>S20 E05 Post implementation review & Sustain (2 hours)</p>	<p>4S Debrief & Sustain</p> <ul style="list-style-type: none"> • Review of 5S activities & preparation of presentation for management team (MT) • Presentation by 5S team to MT • Sustain theory & application • Management commitment to changes • Celebration of completed workplace organisation teamwork <p>Next steps & close</p>

The course will take place over 4 webinars, each of 4 hours duration. Total course contact hours = 16 hours. The webinars are typically spaced one week apart to allow for 5S follow-on teamwork in area.

Participants will use the secure online forum, to share A3 problems, process issues, application of techniques and discuss potential solutions.

Within one month of the final webinar, participants will review the 5S work completed in the area with the management team and the Lean Ireland 5S course tutor. This is an occasion to

- celebrate teamwork and 5S progress;
- make recommendations for continued improvement;
- receive the required commitment from management to sustain the 5S effort in the area, and
- reward the team for work well done.

Lean Ireland will provide advice and guidance to ensure the “Standardise” and “Sustain” elements are established to ensure lasting 5S success. Also Lean Ireland will also provide ongoing support to the 5S site champion and committee as required.

6. Who Should Attend?

All employees, regardless of role or rank, who work in the selected area should attend 5S training, preferably as part of their initial induction course. In addition, personnel within the organisation who will have responsibility for 5S implementation (e.g. the 5S champions), together with potential 5S internal trainers, are welcome to attend. A maximum of 15 people will be accommodated on the webinars.

7. Contact

Bernie Rushe, Managing Director & Consultant, Lean Ireland,
Galway Technology Centre, Mervue Business Park, Wellpark Road, Galway H91 D932.
Tel: +353 91 870708, email: Bernie@LeanIreland.ie, web: www.LeanIreland.ie