Training Outline

Quality Management System Training Series

5S Good Housekeeping Practices

Implementing Dynamic 5s – Strategy for Success Training

Overview

The principal factor in the performance of an organization mainly related to the Quality of its products and the Service to Customers. These two principal factors can only be achieved with good morale behaviors and a clean working environment.

To create a clean working environment, then the practice of the '5S' System is essential, which will create in the long run a highly motivated self-managed workforce towards a clean and safe work environment. To maintain a permanently clean and safe environment for the workplace, it is important to introduce a highly effective 'Housekeeping' system through the '5S' Program to ensure a Quality Environment. The '5S' program has gained enormous acclaim in many Industries as an easy –to-understand, yet highly effective system for good housekeeping practice to achieve a Quality environment.

To facilitate a successful implementation mode of the '5S' System in your Organization together with this program, we have also included coaching consultancy sessions for the participants to understand and the know how to implement the '5S' system systematically for different work situations, such as Production, Warehouse, Administration Office, Tool room and so on.

Training Objectives

At the end of this training session, participants will be able to:

1. Understand the importance and objectives of the '5S' Program.
2. Practice good housekeeping and workplace organization.
3. Implement and maintain an effective system for a Quality Environment.
4. Use the '5S' principle in boosting morale and enhancing productivity.
5. Be able to carry out, continual 5 'S' education programs

Training Scope / Guideline

1. 5S Basic Principles and Guidelines

Target Participant

Managers, 5S Committee Member, Executive, Technician etc.

Training Methodology

The methodology used provides a complete learning system with well defined objectives that are achieved through use of:

- Interactive instructions and discussions
- Notes/Handout
- Group exercise using flipcharts
- Real-life facilitation using actual situations
- LCD projector presentations
- Case studies with video presentation

Training outline (1 day or 2 days duration course)

Purpose and Objectives of '5S' Principles

- ✓ Introduction To the Programme
- ✓ Definition Of 5S and Its Measurement.
- ✓ Housekeeping Objective & Target
- ✓ Stories of successful 5S

Benefits of '5S' to Organization and to Employees

- ✓ Benefits of 5S
- ✓ Creating A Visual Workplace
- ✓ Introduction To Dynamic 5S

Understanding 'What is 5S?'

- ✓ Workshop – Find the Correct Match
- ✓ Features Of Dynamic 5S
- ✓ Benefits Of Dynamic 5S

Implementing '5S' Work Culture

- ✓ Workshop – How Does Dynamic 5S Contributes to productivity
- ✓ Relation between 5 'S' & Safety
- ✓ Workshop – Self Evaluation, Where Are You?

Checklist, record keeping and documentation using audit system

- ✓ Definition of Dynamic 5S
- ✓ The Cycle of Dynamic 5S
- ✓ Putting Dynamic 5S Into Action
- ✓ Workshop & Illustration of Dynamic 5S In Practice

Planning success factors for '5S' System

- ✓ Key Success Factors for Dynamic 5S
- ✓ The Six Steps to Implementing Dynamic 5S
- ✓ Workshop - Implementing Each of The Step

Role of Steering committee on implementation of '5S' system

- ✓ Who should involve in the Implementation and Practice of '5S' System

Training, recognition and evaluation

- ✓ Monitoring Dynamic 5S Through Audits
- ✓ Workshop – Live Audit of Workplace

Management Reviews and fine tuning

- ✓ Implementation Strategy

Consolidating the '5S' culture for continuous improvements

- ✓ Sustaining Dynamic 5S Activity

Contact Information

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Why Us

Why OSH-ISIS Shall Be Your Preferred Partner

OSH ISIS provide a professional services motivated to design management system through dynamic platform for industry stakeholders.

More view on our system (click for viewing;

Simplified Management System   Hyperlinked Management System

Read More..

OSH-ISIS Provide Solution for:

OSH Training	OSH Smart Tool	OSH Consultancy	OSHE&Q Facilitation
https://youtu.be/Nk4OVlOkcUA	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: http://osh-isis.com/hirarc.xlsx	
https://youtu.be/ojkhfwsJvvE	Integrated Safety Inspection System. An integration program to comply OSH-related laws and OHSAS 18001	Sample: http://osh-isis.com/isis.xls	
https://youtu.be/D8Xotr76_cw	An effective management of OSH legal		