

# make workplace transparent

## 5S

The discipline of 5S is a fundamental building block for TQM.

Good 5S improves quality, cost, safety, the customer experience and enables World Class Performance. It is easily applied to any business and any process, by anyone.

There are many reasons to begin TQM journey with 5S: It can be done today, Everyone can participate, Waste is made visible, Has a wide area of impact.

## Contents

- Introduction
- Definition
- Understanding 5S
- How to practice 5S
  - Seiri
  - Seiton
  - Seiso
  - Seiketsu
  - Shitsuke
- Levels of housekeeping
- Implementation roadmap
  - Awareness
  - Planning
  - Schedule
  - Support
  - Follow up
  - Monitoring system

## Take Away

5S training module has been designed to further the objective of starting now.

It helps the participants understand the crucial question – what is in it for me? & thereby creates a strong motivation for implementation.



## Objectives

To get an overview of 5S

Understand & identify improvement opportunities related to 5S

Develop a systematic approach to an organised workplace

### Who should attend?

Operating level, Middle level, Senior level

### What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

### Interaction language

Hindi, English, Hindi/ English

### Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Games

Q & A