

## 5S CONTINUOUS IMPROVEMENT TRAINING

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**5S Continuous  
Improvement  
Training Course**



**COURSE LENGTH: 0.5 DAYS**

5S is method of creating, maintaining and improving a clean and orderly workplace that exposes waste and errors. It helps identify unplanned levels of inventory, inadequate work processes, wasted time and equipment inefficiencies.

5S is a great place to start on your continuous improvement initiative, because it promotes an action oriented approach to change and allows everyone in the organisation to get involved and provide input with improving their workplace.

This dynamic training course is available now throughout Hong Kong, including Central.

This 5S Continuous Improvement Training Course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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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

#### Lesson 1: Origins of 5S

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

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

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

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

- Clearing the work area
- Determine what you need

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

- Designated locations
- Design your workplace for efficiency

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

- Spit and polish
- Creating cleaning routines

#### Lesson 6: Standardise (Seiketsu)

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

#### Lesson 7: Sustain (Shitsuke)

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

#### 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](#)