

5S's Workplace Organization Course Objectives

Unit 1 | The 5S's Step-by-Step

In this unit learners will be introduced to the five core components of the 5S's:

- **Sort:** Sort out items not needed in the work area and disposition those items to be removed.
- **Set in Order:** Select the best locations and ways to store items used in the work area using a structured rationale and knowledge of storage options.
- **Shine:** Get the workplace clean; then maintain the appearance of the workplace and institute preventive measures to ensure it stays clean.
- **Standardize:** Design systems in place to ensure everyone does things the same way, implement techniques to ingrain a "copy exactly" mind set, and leverage Best Practices.
- **Sustain:** Learn how to prevent backsliding and build the 5S's into the culture of the organization.

Unit 2 | 5S Implementation

In this unit, learners explore approaches to implement the 5S's in their organization (or work area); examples of successes for each 5S phase are included.

- **Organization-Wide Implementation:** Work through an 8-point checklist to plan an organization-wide implementation of the 5S's.
- **Work Area Implementation:** Use a 6-point checklist to plan your work area 5S effort if a site-wide 5S implementation is not supported.
- **Sort Successes:** Explore examples of "Sort Successes" to trigger ideas for your 5S effort.
- **Set in Order Successes:** Use lessons learned from "Set in Order Successes" to fuel your 5S effort.
- **Shine, Standardize, & Sustain Successes:** Adopt the examples discussed to build success factors into your Shine, Standardize, and Sustain efforts.