UNIT 1 THE 5S'S STEP-BY-STEP

Lesson 1 | What is 5S All About?

- An overview of the 5S's.
- The benefits and operational impact of implementing the 5S's.

Lesson 2 | Sort: Clearing the Work Area

- How to organize the work area for efficiency and effectiveness and use the "48-Hour Rule."
- A stepwise approach to clear the work area.

Lesson 3 | Set in Order: Designated Locations

- How to designate "a place for everything" and ensure "everything is in its place."
- Considerations for establishing locations for storing items including: storage rationale, storage options, location-specific tips, storage don'ts, using signs and labels and documenting the plan.

Lesson 4 | Shine: Cleanliness and Workplace Appearance

- The three aspects of Shine: getting the workplace clean, maintaining its appearance, and using preventive measures to keep it clean.

Lesson 5 | Standardize: Everyone Doing Things the Same Way

- How to design systems that helps ensure that everyone does things the same way with full involvement, standardized training, and a "copy exactly" mindset.

Lesson 6 | Sustain: Ingrain It in the Culture

- How to implement techniques to prevent backsliding to sustain and ingrain workplace organization

Unit 1 Challenge

- An assessment of the learner's progress in this unit.

UNIT 2 5S IMPLEMENTATION

Lesson 1 | An Organization-Wide 5S Effort

- How to plan and implement a 5S initiative.
- An 8-point roadmap to implement the 5S's: 1: Leadership Team; 2: Infrastructure; 3: Communications; 4: Training; 5: 5S Pilots; 6: Best Practices; 7: Full Roll-Out Plan; 8: Evaluate and Adjust.

Lesson 2 | Tackling 5S's on Your Own

- How to implement the 5S's in a work area if an organization-wide initiative is not supported.

Lesson 3 | Success Stories: Sorts

- Examples of "Sort Successes" showing both the before-state and the after-state with the impact (savings) explained.
- Checklist to help achieve successful Sorts.

Lesson 4 | Success Stories: Set in Order

- Examples of "Set in Order Successes" showing both the before-state and the after-state complete with the impact on the organization.

- Set in Order Checklists.

Lesson 5 | Success Stories: Shine, Standardize and Sustain

- Examples of successful approaches for the Shine, Standardize and Sustain phases of a 5S program

Unit 2 Challenge

- An assessment of the learner's progress in this unit.