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.

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.
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.