

## **Implementing 5S the Fun and Sustainable Way**

Do you often waste time searching for tools, files, or equipment at work?

What if a simple system could transform clutter into clarity and improve your team's efficiency?

Are you ready to learn a method that creates order, reduces waste, and boosts productivity every day?

### **Introduction**

5S is a proven organisational method that transforms the workplace into a clean, structured, and highly efficient environment. Originating from lean manufacturing, it has become one of the most widely adopted systems across industries because of its simplicity and impact. At its core, 5S is about ensuring that every item has its rightful place, every process flows smoothly, and nothing slows down productivity. This training introduces participants to the five key elements of 5S, showing how they can be applied to create order, reduce waste, and save valuable time. Through practical sessions, you will explore how to identify and remove unnecessary items, design effective equipment layouts, use storage methods wisely, and apply visual management techniques. The program also covers general cleaning, activity planning, resourcing, and the powerful practices of red-tagging and auditing. By the end of this training, participants will not only understand the benefits of 5S but will also gain the skills to implement and sustain it. More importantly, they will learn how to maintain high standards, support continuous improvement, and contribute to building a workplace that is safer, more efficient, and more productive.

### **Program Objectives**

This program aims to enable participant to:

- Identify the 7 Wastes in their own working environment
- Recognise the main benefits of working in a 'clutter' free environment
- Appreciate the usefulness of signage, colour and location as part of a visual management programme

### **Learning Outcomes**

After completing this training, the participants should be able to:

- Design and implement a 5S audit programme
- Provide the right conditions for 5S 'sustainability'
- Generate a structured programme to eliminate waste
- Implement a 5S review process

## Who Should Attend?

All level of employees

## Methodology

Case studies, forum discussion, role-play, presentations, gamification

## Program Outline

Day One	
Time	Topic
9:00am - 10:30am	<b>Starting Your Journey of 5S</b>  In this module, the participant would learn the concept of 5S - Definitions In depth review of the benefits to an organisation. In this module, a practical session is conducted to identify the 7 Wastes - Learning 'how to see' waste. In this session, the participants will learn how to get buy-in from the whole organisation to ensure the 5S culture is started.
10:30am - 11:00am	Tea Break
10:30pm - 1:00pm	<b>Getting Started with 5S</b>  In this session, participants would start to look at the steps and model of 5S. The mini practical hand-on session is conducted in this module. The concept of Poka Yoke and SMED are shared. The participants would start the first exercise: SORT
1:00pm - 2:00pm	Lunch
2:00pm - 3:30pm	<b>Red Tagging</b>  The participants would start to learn the methodology in terms of mindset on removing unnecessary Items. Most people have difficulties letting go of some products. In this session, the introduction to 2S - Set
3:30pm - 4:00pm	Tea Break
4:00pm - 5:00pm	<b>Determine Equipment Requirement</b>  In this module, the participants would learn how to identify the equipment layout, the storage methods and the visual management. Visual management enables everyone in the organisation to see the impact of 5S after it is implemented. Visualisation assists the process of implementation of 5S.
Day Two	
Time	Program
9:00am - 10:30am	<b>3S Shine</b>

	In this module, the participant would conduct general cleaning and at the same time, they would conduct inspection and preventive maintenance to ensure the
10:30am - 11:00am	Tea Break
10:30pm - 1:00pm	<b>4S Standardise</b>  The module that would be covered in this session includes: Activity Planning and Resourcing, Developing Procedures and Training. The participants would have hand-on knowledge to produce at least one procedure to be taken home before the end of the session.
1:00pm - 2:00pm	Lunch
2:00pm - 3:30pm	<b>5S Sustain</b>  In this module, participants would learn how to conduct 5S auditing and methodology to audit, maintain and improve standards implementation plan development.
3:30pm - 4:00pm	Tea Break
4:00pm - 5:00pm	<b>Maintaining and Sustaining in 5S.</b>  It is all about humans. In this module, participants would learn the methodology to apply nudges to sustain the culture of 5S in the organisation.