5S Training Course Tutorial Lecturer Notes

Contents

Introduction to 5S ......................................................................................................................... 2
Preparations Prior to Course ......................................................................................................... 3
‘Introduction to 5S’ PowerPoint Presentation .................................................................................. 5
Preparations for Teaching Activities ............................................................................................ 5
Do Activities 1 to 3 ....................................................................................................................... 6
Preparation for Activities 4 and 5 ............................................................................................... 6
Do Activities 4 and 5 .................................................................................................................... 6
Do Activities 6 and 7 .................................................................................................................... 7
End-of-Course Review ................................................................................................................ 7
Recording Sheets .......................................................................................................................... 7

Be Effective

Make Efficient

Sort

Straighten

Shine

Systemise

Sustain
5S Half-Day and One-Day Training Course Tutorial Lecturer Notes

Welcome to the half-day and one-day 5S training course by Lifetime Reliability Solutions. These notes are for the course Presenter. Nothing in these notes is secret and all is to be told to Attendees. A copy can be given to each Trainee or explained to the group by the Presenter.

Introduction to 5S

5S is workplace management where the work area and workplace are organised and ritualised to minimise the loss of time and the use of movement. Originally part of Lean manufacturing philosophy (also known as the Toyota Production System), its principles for eliminating wasted time and unnecessary motion are universally applicable to everyone and every business.

5S is much more than ‘a place for everything and everything in its place’. 5S comprises five principles to make people highly efficient and effective in their doing work.

1. **Sort**  
   Keep near you only what you regularly use

2. **Straighten**  
   Find exactly what you need to use in less than 30 seconds

3. **Shine**  
   Have your workplace and equipment ready for immediate use

4. **Standardize**  
   Everyone does each job in the same way and is challenged to improve it

5. **Sustain**  
   Everyone does their part to foster a safe, efficient and effective workplace

This 5S course is massively effective in teaching 5S because Trainees learn what 5S is really about. 5S has little to do with creating a clean and tidy work area where everything is neat, nearby, and easy and fast to get to. That is indeed what you see when you go to a great 5S work managed operation, but that is not what 5S is for.

5S is to there to help you do masterly work. Its purpose is to help people do perfect work every time. **5S is really about:**

- Preventing mistakes that ruin a job and makes scrap and rework
- Making sure equipment is reliable and works properly to make a perfect item every time
- Removing and preventing useless variation in work activities and machine performance
- Delivering exact quality products and service ever more quickly
- Keeping people and plant safe from hazards and harm

Actually that is what every business wants. To achieve those vital performance benefits it just happens that you need to Sort, Straighten, Shine, Standardise and Sustain in order to create the right workplace situation that will deliver the competitive performance a business needs.

So don’t teach course attendees that 5S is only about workplace management and cleanliness; rather teach them that through their personal workplace practices they set themselves up to do great work. They will help build a world-class operation whose products or service will attract new customers. If they use 5S well they will be creating work security for themselves and building a safer, happier work environment where people make a top-quality product every time. 5S is not about being clean, tidy and neat; it is about doing excellent quality work always.

To get that awareness into Attendees we put each one into a job simulation where 5S is used. It makes this course unique since it delivers deep understanding of why 5S works. Beginning with disorganised work (provided in a kit as part of the training), Attendees apply each 5S step to turn an activity that starts as a mess into a highly efficient and effective operation.