



5S Facilitator Workshop

In-Company training:

Smallpeice courses are all available in-company for cost effective group training. This provides the opportunity to customise the content and to include practical activities that are linked to your own processes and products.

Before training onsite we will discuss and scope your requirements and provide a bespoke delivery plan and proposal for your review.

For more information on the options, please contact Smallpeice on +44 (0) 1926 336423 or email train@smallpeice.co.uk

Overview:

This 1-day workshop is focused on building the competence and capability to fulfil the 5S Facilitators role. In addition to focusing on the 5S and waste elimination processes, the training will include a specific focus on the set-up, implementation and review of the 5S roll-out. The delivery style will be focused on "learning by doing": with the main practical sessions focuses on live 5S activities within the company.

Outline:

Programme Introduction

- Programme structure: expectations & objectives
- Role & expectations for 5S facilitators

Introduction to Waste Elimination & Lean Thinking

- The principles of Lean thinking: value add vs non-value add
- Identifying the 8 classic wastes
- Simulation Exercise

Waste Walking

- Practical 'GO LOOK SEE' activity

5S Workplace Organisation

- Creating the 5S vision
- How to achieve & sustain an organised workplace
- Using the 5S approach (sort, straighten, sweep/shine, system, sustain)
- Red & Yellow tagging
- Live activity in business area
- Setting the standard (model office)
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Planning & Managing 5S Activities

- Creating & communicating the vision
- Checklist for 5S activity preparation
- Planning for success: before / during / after the 5S activity
- Measuring results: audit criteria / radar charts
- Engaging senior stakeholder support
- Identifying & understanding team reactions & resistance to change
- Creating the 'Just Do It' culture & encouraging quick wins
- Sharing & communicating best practice
- Recognition & success criteria