

## **Training Charter: 5S Workshop Agenda:**

**Duration: 8 hours**

### **Introduction to 5S**

- Overview of 5S methodology: Sort, Set in Order, Shine, Standardize, Sustain.
- Explanation of the benefits of 5S for workplace organization, safety, and productivity.
- Introduction to the workshop objectives and agenda.

### **Sort**

- Explanation of the Sort (Seiri) phase: Removing unnecessary items from the workplace.
- Hands-on activity: Sorting through workspace items and identifying what is necessary and unnecessary.
- Discussion on criteria for determining what to keep, relocate, or discard.

### **Set in Order**

- Explanation of the Set in Order (Seiton) phase: Organizing remaining items for efficiency and accessibility.
- Hands-on activity: Organizing workspace items based on frequency of use and workflow.
- Introduction to visual management techniques such as shadow boards, labeling, and signage.

### **Shine**

- Explanation of the Shine (Seiso) phase: Cleaning and maintaining the workspace to ensure safety and efficiency.
- Hands-on activity: Conducting a workspace cleanup and identifying areas for improvement.
- Discussion on the importance of regular cleaning and maintenance routines.

### **Standardize**

- Explanation of the Standardize (Seiketsu) phase: Establishing standardized procedures and systems for sustaining 5S practices.
- Hands-on activity: Developing 5S checklists, procedures, and visual controls for maintaining the workspace.
- Introduction to documentation and training requirements for standardizing 5S practices.

### **Sustain**

- Explanation of the Sustain (Shitsuke) phase: Implementing systems for ongoing monitoring and improvement of 5S practices.
- Hands-on activity: Creating a plan for sustaining 5S practices in the long term.

- Discussion on the role of leadership, employee engagement, and continuous improvement in sustaining 5S.

### **Closing and Next Steps**

- Recap of key concepts and learnings from the workshop.
- Action planning: Identifying next steps and responsibilities for implementing 5S in participants' workplaces.
- Feedback session: Gathering feedback from participants on the workshop content and delivery.
- Distribution of workshop materials and resources for further learning.

### **Workshop Logistics:**

- Facilities: Access to a suitable workshop space with tables, chairs, and whiteboards or flip charts for interactive activities and discussions.
- Materials: Workshop materials including handouts, worksheets, and supplies for hands-on activities (e.g., sorting bins, cleaning supplies).

### **Target Audience:**

- Employees from various departments and levels within the organization who are involved in workplace organization and improvement initiatives.
- Managers, supervisors, and team leaders responsible for implementing and sustaining 5S practices in their respective areas.

This agenda provides a structured framework for conducting a successful 5S workshop, focusing on interactive learning activities and practical applications of 5S principles in the workplace.