

5S: Sort, Set in Order, Shine & Standardize

Learn to apply the 5S methodology, from sorting and organising workspaces to standardising and sustaining improvements.

8 Hours

DURATION

6

MODULES

13

TOPICS

5

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the 5S methodology, beginning with an overview of its five phases and their benefits for workplace organisation, safety and productivity. It then examines the Sort phase for removing unnecessary items, the Set in Order phase for organising remaining items using visual management techniques, and the Shine phase for establishing cleaning and maintenance routines. It concludes with the Standardize phase for documenting procedures and checklists, and the Sustain phase for monitoring, leadership engagement and long-term continuous improvement.

WHO THIS COURSE IS FOR

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

TOOLS AND REQUIREMENTS

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).

LEARNING OBJECTIVES

- Explain the five phases of the 5S methodology
- Identify criteria for sorting necessary and unnecessary items
- Apply visual management techniques such as shadow boards and labelling
- Organise workspace items based on frequency of use and workflow
- Plan cleaning and maintenance routines for the Shine phase
- Develop checklists and procedures to standardize 5S practices
- Assess the role of leadership in sustaining 5S practices
- Plan a long-term approach for sustaining 5S improvements

How the Course Is Taught

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.

COURSE SYLLABUS

6 Modules, 13 Topics

01

Introduction to 5S

TOPICS

- **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

02

Sort

Hands-on activity

TOPICS

- **Explanation of the Sort (Seiri) phase:** Removing unnecessary items from the workplace
- Discussion on criteria for determining what to keep, relocate, or discard

03

Set in Order

Hands-on activity

TOPICS

- **Explanation of the Set in Order (Seiton) phase:** Organizing remaining items for efficiency and accessibility
- Introduction to visual management techniques such as shadow boards, labeling, and signage

04

Shine

Hands-on activity

TOPICS

- **Explanation of the Shine (Seiso) phase:** Cleaning and maintaining the workspace to ensure safety and efficiency
- Discussion on the importance of regular cleaning and maintenance routines

05

Hands-on activity

Standardize

TOPICS

- **Explanation of the Standardize (Seiketsu) phase:** Establishing standardized procedures and systems for sustaining 5S practices
- Introduction to documentation and training requirements for standardizing 5S practices

06

Hands-on activity

Sustain

TOPICS

- **Explanation of the Sustain (Shitsuke) phase:** Implementing systems for ongoing monitoring and improvement of 5S practices
- Discussion on the role of leadership, employee engagement, and continuous improvement in sustaining 5S

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
02	Sort	Sorting through workspace items and identifying what is necessary and unnecessary
03	Set in Order	Organizing workspace items based on frequency of use and workflow
04	Shine	Conducting a workspace cleanup and identifying areas for improvement
05	Standardize	Developing 5S checklists, procedures, and visual controls for maintaining the workspace
06	Sustain	Creating a plan for sustaining 5S practices in the long term

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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