

5S GOOD HOUSEKEEPING

INTRODUCTION

Good Housekeeping practices at the workplace have proven to raise the level of productivity for many organizations. In fact, 5S Good Housekeeping is the first and most basic module for “Lean Manufacturing” implementation. Using this relation between housekeeping and productivity as a basis, organizations should take steps on a regular basis to reduce its costs through the elimination or reduction of wastage. To achieve this, employees should be trained to carry out 5S Good Housekeeping to identify and eliminate waste in their organizations. 5S Good Housekeeping is a simple, systematic and successful way to an improved workplace. An organized workplace is a safer place. It also leads to a cleaner and neater environment and happy workers

COURSE CONTENTS: (2-days program)

- I. Introduction:
 - A. Why 5S?
 - B. Benefits to workers and organization
 - C. Japanese factories – well known for cleanliness and orderliness. How and why?

- II. 5S Good Housekeeping Principles:
 - A. Seiri (Sort)
 - B. Seiton (Set-in-Order)
 - C. Seiso (Shine)
 - D. Seiketsu (Standardize)
 - E. Shitsuke (Sustain the Self Discipline)

- III. Step-By-Step Implementation:
 - A. How to implement Seiri (Sort)
 - B. How to implement Seiton (Set-in-Order)
 - C. How to implement Seiso (Shine)
 - D. How to implement Seiketsu (Standardize)
 - E. How to implement Shitsuke (Sustain the Self Discipline)

- IV. Good housekeeping practices:
 - A. Different classes of workplace
 - B. Sorting and Red Tagging exercises
 - C. A place for everything and everything in place
 - D. Cleaning is checking. Use our senses while cleaning
 - E. Examples of world class Visual Management practices
 - F. Guidelines for 5S audits
 - G. Management reinforcement/change to adapt 5S concept and religiously followed by all parties concerned.

- V. Exercises
 - A. Video & quizzes
 - B. Shop floor study and simulations
 - C. Conducting live 5S audit
 - D. Visual Control Management exercise.
 - E. ****Class exercise:** To improve one sample work station by learning to apply 5S principles

Note** : - For in-house program, management should prepare a sample work area for participants to audit.

COURSE OBJECTIVES :

At the end of the course, participants will be able to:

- Recognize the importance of 5S and how it can benefits the employees and organization
- Learn the basic 5S Principles for waste reduction and productivity improvements

- Implement and practice 5S good housekeeping method systematically at the workplace
- Convince workers of the benefits of good housekeeping
- Plan out a proper housekeeping audit
- Maintain good housekeeping through discipline & teach others to do likewise.

WHO SHOULD ATTEND:

- ALL levels of employees specially those responsible for plant wide 5S Housekeeping program

ADMINISTRATIVE DETAILS

Duration : 2 days

Time : 9.00am – 5.00pm

Venue : In-house or external training program

ABOUT THE TRAINER :

Nelson Kok is a graduate from the Universiti Sains Malaysia, and holds a Master in Business Administration (MBA) and a B.Sc (Hons) degree in Physics. He has more than 24 years of work experiences, of which 17 years are in Training & Development related field, working with both multinational companies such as AT&T Consumer Products Pte Ltd, Corner Peripherals Sdn Bhd, Read-Rite (M) Sdn Bhd, and local companies such as Globetronics Technology Berhad, Amquest Sdn Bhd and GGN Solutions.

He now served as an associate consultant and a freelance corporate trainer to several training providers in Malaysia, China, Singapore & Sudan Africa. He has conducted many training programs for both multinational and local companies. He also served as a lecturer for several higher learning institutes such as Open University Malaysia (OUM), Society of Business Practitioners, UK (SBP), International Centre for Quality, Sudan. Throughout his career, he was a certified trainer for many management, quality and productivity programs such as *Performance Management System (PMS), Managerial Decisions & Business Modeling, Managerial Statistics, Effective Leadership Skills, Train-The-Trainer, Total Quality Management (TQM), Statistical Process Control (SPC), Quality Control Circles (QCC), Quality Improvements using 7QC Tools, 7 Steps Problem Solving, 5S Good Housekeeping, QIT, MRPII, ERP, Team Building Program, Effective Meetings Workshop , Effective Supervisory Skills, Communication and Leadership Skills, Problem Solving & Decision Making, Effective Time Management, Motivation At Work, Frontline Leadership Program, and 7 Habits of Highly Effective People*. He has also conducted many quality audits and was directly involved in company's ISO 9001 and Quality Management Excellence Award (QMEA) certifications. Nelson's area of specialization is in helping organizations to achieve higher effectiveness and productivity using proven Management, Quality and IT tools and techniques.