

5S

THE
JAPANESE ART
OF
ACHIEVING SUCCESS
AT YOUR WORKPLACE

Why 5S?

The Japanese stress a lot on 5S because they believe that 5S can help them

- ✓ reduce operation cost,
- ✓ cut down wastage,
- ✓ improve productivity & quality.

5S is very popular today & it is a common word in Japan, Taiwan, Singapore, Malaysia & many parts of the world. Many companies in these countries are enjoying its benefits.

Do you want to share these benefits too?

Then, make 5S a common word in your company today!

SEIRI, SEITON, SEISO, SEIKETSU & SHITSUKE

A DISCIPLINE for a more organized & efficient work environment.

This is a 2-Days structured program.

- ✓ Theoretical sessions shall be followed by practical & general discussions.
- ✓ Course materials shall be professionally designed for easier understanding & application.

Trainer's Background

Mr Saw Chin Bin is the principal consultant of CLINT Business Consultants Sdn Bhd, a registered training and consultancy firm with SMIDEC* and NPC*, specializes in ISO 9001 System and providing training programs toward Workforce and Workplace Transformation.

*SMIDEC: Small Medium Industries Development Corporation

*NPC: National Productivity Corporation

Prior to this appointment, he was the Corporate QA manager of a public listed company. He is a qualified Lead Assessor in the ISO 9001:2000 Quality Management System and has helped many companies especially the local SMI's in achieving their ISO 9001 certification in record time. The shortest time frame was 3 months. The companies he had helped in the ISO 9001 consultancy ranges from the precision tooling, industrial paints, compact disk manufacturing and textile industry. He has also penetrated the Bangkok market in the area of ISO 9001 consultancy.

Apart from his consultancy work, he has also conducted many training programs for multinational companies as well as the local SMI's. Courses that he is well-versed in includes the Internal Quality Audit, Understanding ISO 9001, 5S, Poka-Yoke, Time Management, Business Presentation Skills, SPC and Kaizen.

He is a qualified Trainer with the creativity to present his seminars in a simple, easy-to-understand and highly entertaining manner. These skills which he developed largely from his vast experience as an advance number of the Toastmasters International, USA. In 1995, he was awarded the MALAYSIAN SPEAKER OF THE YEAR AWARD and had represented Malaysia 4 times in the South East Asia, Hong Kong and Macau International Speech Contest; in Jakarta (1995), Singapore (1999), Kuala Lumpur (2002) and Penang (2004).

For more information, please contact

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5S - The JAPANESE ART of Achieving Success at Your Workplace

Day 1 - Outline

Module 1 : Can 5S Benefits Me ?

9:00 am Why does an organisation wants to implement 5S ?
Can 5S benefits me ?
Stability & Opportunity – The way to success.

Case Study :

- Is this place stable ?
- What are the daily problems here ?
- What are the lost opportunities ?

10:00 am Tea Break

Module 2 : History Of 5S

10:20 am Why is the Japanese manufacturing industry so successful today ?
How does 5S get started in Japan ?
What are the successful examples of 5S implemented in Japanese factories ?

Case Study :

- How do you start 5S in your company ?
(Video session : Let's visit a factory in Thailand.)

1:00 pm Lunch

2:00 pm What is 5S ?
Understanding SEIRI, SEITON, SEISO, SEIKETSU & SHITSUKE
How to get your environment work for you ?

Module 3 : SEIRI

3:00 pm What are the steps to implement Seiri ?
How do you define 'Junk' ?
Where is the normal hiding place for these 'junk' ?

3:30 pm Tea Break

3:45 pm What is your action on these 'junk' ?

Group Discussion :

How are you going to implement SEIRI after this training ?

5:00 pm End For The 1st Day

Day 2 - Outline

Module 4 : SEITON

9:00 am What are the steps to implement Seiton ?
How do you define a fix place ?
Is it practical ? Is it aesthetic ?

10:00 am Tea Break

Group Discussion :

How are you going to implement SEITON after this training ?

Module 5 : SEISO

11:00 am What are the steps to implement Seiso ?
How do you define responsibility for each area ?
Do you know the source of dirt ?
What are the areas that require frequent cleaning ?
What should be the cleaning frequency ?

Group Discussion :

How are you going to implement SEISO after this training ?

1:00 pm Lunch

Module 6 : How Do You Maintain The Cleanliness & Orderliness ?

Group Discussion :

Why is it difficult to maintain the cleanliness & orderliness at the workplace ?
What is your suggestion ?
What are the activities of a 5S committee ?
What are the activities needed to maintain the cleanliness & orderliness ?

Module 6 : SEIKETSU

2:30 pm How do you implement standardisation ?
How do you get the participation of all employees in 5S?
How do you ensure a certain standard of orderliness & cleanliness ?
How to conduct a 5S audit ?

3:30 pm Tea Break

3:45 pm How to ensure immediate response to leakages, repairs & breakdowns ?

Module 7 : SHITSUKE

How Do You Instill A 5S Culture In Your Workforce ?
How do you launch your 5S Campaign ?
How do you organise your 5S Gotong Royong ?
What are the promotional & publicity ideas to promote 5S in your company ?
How do you design the 5S training materials & conduct regular training for new employees ?

5:00 pm End For The 2nd Day

Who Shall Attend?

Leaders, Supervisors, Executives & Managers.
Personnel who have the authority & power to lead the 5S Challenge after the training.

Venue of Training

To be conducted in the factory for better effectiveness.