5–S System: Advanced Version (5SH)

Traditionally, people accept that 3-S (sorting, arranging and cleaning) activities have to be carried out after a value adding process, and work sometimes must be put aside to give way to cleaning. 5-S seems to be an activity that keeps people away from doing business.

The **Advanced 5-S System** imparts the elements and principles of 5-S on the right perspective, i.e. the business perspective which provides that people must focus on activities that deliver profit. On this line of thinking, 5-S, particularly sorting, arranging and cleaning are anything but business activities.

This new concept of 5-S argues that the workplace must indeed be clean and orderly but maintaining this necessary condition need not disrupt work nor take time away from it. This seminar tells you exactly how to make it happen. The key is in developing among others, work standards with 5-S application as an integral part instead of something outside of it. This only means that as people accomplish their jobs, the workplace and the office don't get dirty and disorder as a result.

Moreover, this seminar will impart the discipline of being clean and orderly while doing work. It will review the structural standards that the management must provide and people must follow in order to improve business performance as a whole. it will teach the approach to developing actionable standards called "Application 5-S Standards" that allows the organization to carry-out work while the tip-top condition of the workplace is maintained.

Objectives: After the course the participants will have learned:

1. That focus must be on business not on 3-S;
2. The elements of a 5-S Program;
3. The approach to organize 5-S;
4. Types of and how to develop 5-S Standards; and
5. How to do less 3-S and more value added work.

Agenda: The course, which employs experiential and highly interactive approach and methodology, covers the following:

➢ 5-S is Kaizen
➢ Mission of Sensible 5-S
➢ Organization for 5-S

➢ What are Fixed & Application Standards?
➢ Writing Defect-based 5-S Standards
➢ Auditable 5-S Standards

Who should attend: The course is suitable for all managers and supervisors, particularly general managers, plant managers, production or service operations managers, warehouse managers and maintenance managers covering all industries.

Seminar Fee: P8,736 (VAT inclusive)   **Webinar sessions:** 2
Facilitador: Jose S. Villegas   **Dates:** Jun 1-2 '23; Sep 8, 11 '23;
Nov 24, 27 '23; Jan 3-4 '24; Mar 1,4 '24 *(Note 8:30 am to 12:00 nn daily via Zoom)*