

5S Training for Workplace Organisation

What are 5S courses and how will they help my workplace?

5S training is the key foundation pillar for any organisational change as it provides a cleaner, more organised and more efficient workplace. Learning and implementing 5 S through a 5S course will encourage a visually managed work area and leave the team involved with a huge sense of achievement and enthusiasm.

5S can be applied to any work area, including offices, to instil a culture which encourages improvements. Vative will work through the following 5S steps and provide direction to achieve a sustained system.

The 5S steps are:

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| 1. S1 Sort (Seiri) | - focuses on eliminating unnecessary work items |
| 2. S2 Set In Order (Seiton) | - focuses on efficient and effective storage systems |
| 3. S3 Shine (Seiso) | - this step establishes cleaning requirements and formulates a cleaning system which will help identify issues |
| 4. S4 Standardise (Seiketsu) | - determines best practice work habits and educates others in the most efficient methods |
| 5. S5 Sustain (Shitsuke) | - develops a strategy to sustain your activities and implements routine actions that will maintain an optimum environment. A place for everything, and everything in its place! |

Vative 5S courses:

- Establish an understanding of all Lean pillars as 5S training develops all pillars
- Sets the standards for business and develops a Lean culture
- Creates efficiency in the workplace and minds of its workers
- Creates a safer and more aesthetically pleasing work area for a company and its employees
- Improves labour utilisation as it reduces the time people spend looking for things
- All materials for training and implementation are supplied by Vative

Vative's standard 5S course requires trainees to go through the steps of 5S, one-by-one, over a 5 month period. Each month assessments and audits are completed, and meetings are held to ensure everyone is moving in the same direction. Taking this approach with over 100 businesses, Vative has seen significant results, which have resulted in a huge boost in efficiency and morale.

Please have a look at our 5S training example photos to see how effective our 5S courses have been.

BEFORE 5S Implementation



AFTER 5S Implementation

