



Administration and Office Efficiency

## **5S Methodology: Steps towards Workplace Efficiency**

## Course Introduction

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How 5s Methodology leads organizations towards increasing its productivity?!

In this 3-day Training program, participants will explore this effective methodology, and how it improves the way organizations functions.

Participants will also understand how to implement this methodology effectively to establish discipline, order, and efficiency in the whole workplace.

## Target Audience

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Supervisors, Administrators, Managers, etc..

## Learning Objectives

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5S Methodology Workshop describes a systematic approach of how to organize a workspace or area for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. Thus, organizations that excel at continuous improvement incorporate it into their values and reflect it in their hiring and training.

**By the end of this learning experience, the participate will be able to:**

- Explore what is Continuous improvement in the workplace
- Discuss the Benefits of Continuous Improvement
- Recognize The different Strategies of Continuous improvement
- Define "5S"-Sort, Straighten, Sweep, Standardize, Sustain

- Describe the benefits of 5S
- Describe how to implement 5S
- Recommend the Shewhart Cycle: PDCA in implementing the 5S Methodology
- Examine How to Combine 5S to a work standardization
- Summarize the Best Practices for a successful implementation
- Visualize how to Implement 5S in Knowledge Work
- Create an Action Plan for Ongoing Improvements

## Course Outline

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### • 01 Day One

#### **Continuous improvement in the workplace**

- Definition of the continuous improvement Strategy
- Bits and Bursts of Improvement
- Why Continuous Improvement Is Necessary
- Fueling the Improvement Engine: Improvement Strategies

#### **Instilling the 5S Mindset**

- What is the 5S?
- Sort

- Set in order
- Shine
- Standardize
- Sustain

- Logic behind the 5S practices
- Objective of the 5S
- The real goal and importance behind 5S methodology

## • 02 Day Two

### **How to Initiate 5S Implementation**

- The Shewhart Cycle: PDCA
- PLAN - DO - CHECK - ACT
- Roadmap To 5S Implementation
- Keys To 5s Success: creating a 5S Implementation Team
- Set a Base Line
- Implement Easy Fixes
- The 8 Deadly Wastes

## • 03 Day Three

### **Combining 5S to a work standardization**

- Standard work methodologies
- Method study
- Writing Standard Work
- Measuring Work
- Work Sequencing

### **Wrap Up**

- Best Practices for a successful implementation
- KPIs for Continual Improvement
- Implementing 5S in Knowledge Work

### **Take A Home Action Plan**

Plan for Ongoing Improvements

- I'll Stop ...
- I'll continue ...
- I'll Strat ...

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 28, 2025	April 30, 2025	3 days	3250.00 \$	UAE - Abu Dhabi
Sept. 29, 2025	Oct. 1, 2025	3 days	3250.00 \$	UAE - Dubai
Nov. 23, 2025	Nov. 25, 2025	3 days	3250.00 \$	KSA - Riyadh