

HIGH  
IMPACT  
TRAINING

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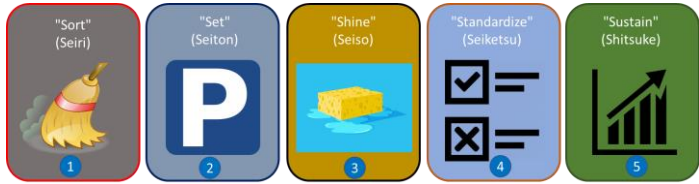
101

# Course Structure

The 5s 101 course is a great starting point for any organization looking to optimize their operational business processes using Lean techniques.

This course features an E-Learning Module where learners can access course material before or after the class.

The 5 modules of the course are designed to take learners through all the 5 phases of a typical 5s rollout from Sort through to Sustain



# Delivery Format



2-hour mentored learning virtual class delivered via Zoom



Typically featuring dual facilitator with a primary facilitator providing the training and a secondary facilitator for moderation support

# Content

Learners can understand how to successfully introduce 5s in their organizations

- Sort – "Remove what you don't need"
- Set – "A place for everything and everything in its place"
- Shine – "Clean Thoroughly"
- Standardize – "Defining what good looks like"
- Sustain - "Keeping it great for the long-haul"

# Exercise

## The 5s Audit of my Office

Office 5S Audit Form

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ TEAM: \_\_\_\_\_

For each statement, circle the score that best represents the occurrence of the observations below.  
 1 = No evidence observed... 2 = Some evidence is seen... 3 = Good evidence is seen  
 4 = Extensive evidence is seen... 5 = Found everywhere, no exceptions (100%)

Very Poor	Poor	Good	Very Good	Excellent
1	2	3	4	5

**How I FINDSIGHT**

1. Do all resources & containers have the items placed in order and clearly labeled for easy access? (Circle 1-5)  
 2. Is the area clean, free of clutter, and free of any safety hazards? (Circle 1-5)  
 3. Is the area neat and organized? (Circle 1-5)  
 4. Is the area clear of clutter and free of any safety hazards? (Circle 1-5)  
 5. Is the area free of any safety hazards? (Circle 1-5)

**How I SET UP AND LOCATIONS**

6. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 7. Do resources & containers have a designated location? (Circle 1-5)  
 8. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 9. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 10. Are resources & containers clearly labeled and organized? (Circle 1-5)

**How I SHINE**

11. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 12. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 13. Are resources & containers clearly labeled and organized? (Circle 1-5)

**How I SUSTAIN**

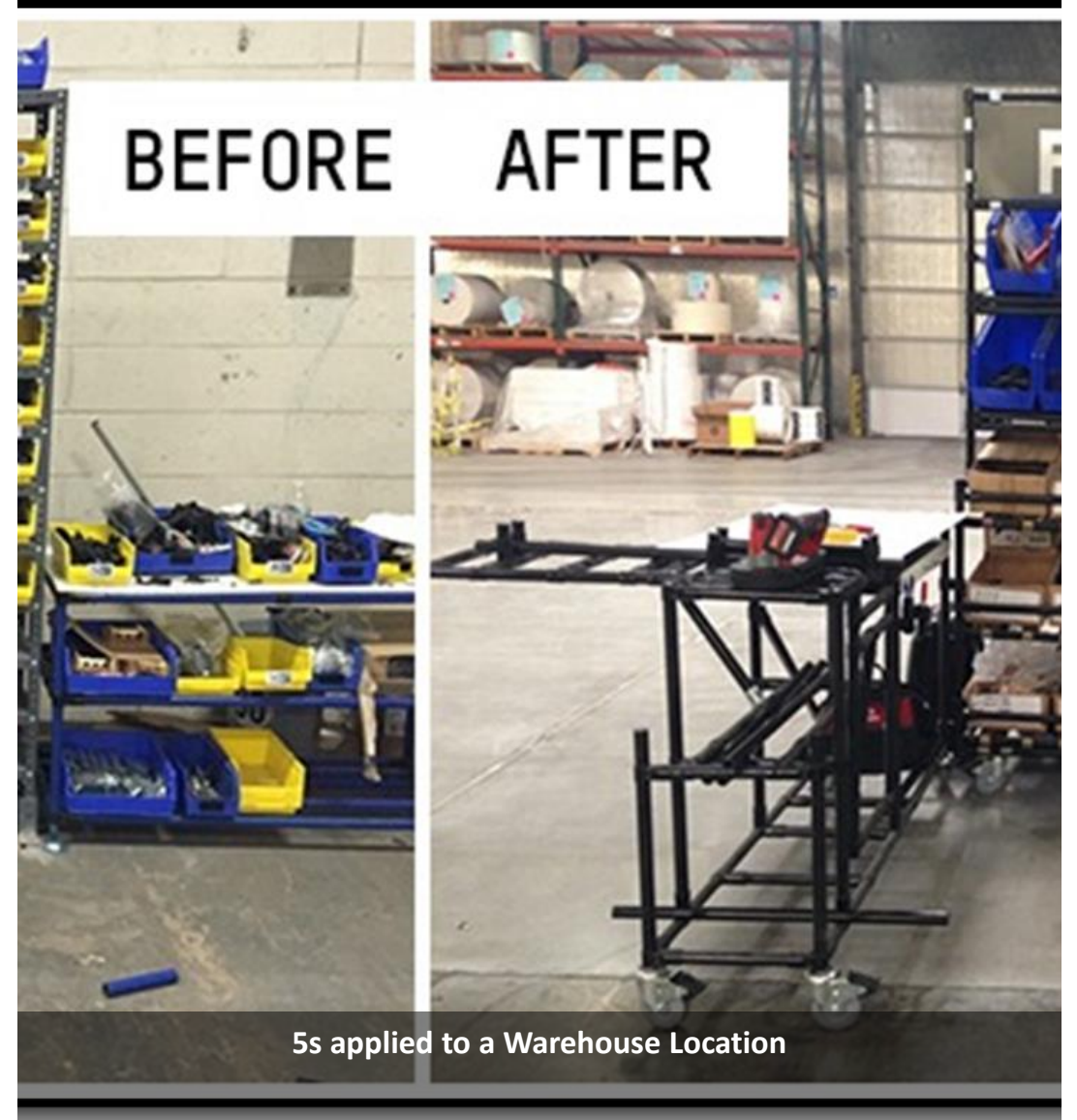
14. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 15. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 16. Are resources & containers clearly labeled and organized? (Circle 1-5)  
 17. Are resources & containers clearly labeled and organized? (Circle 1-5)

Total Score

Description	Action Summary	Responsibility



5s applied to a work bench environment



5s applied to a Warehouse Location

**BEFORE**



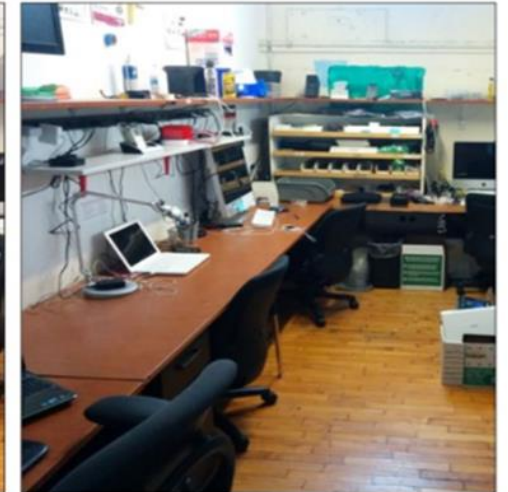
**AFTER**



5s applied to a Tool drawer



**BEFORE**



**AFTER**

5s applied to an IT server room



1

Visually  
transform  
any work  
environment



2

Improve  
safety and  
productivity



3

Optimize  
layouts for  
efficiency



4

Enhance  
Teams

