

Practical Workplace Organization (059)

Clear the clutter, boost the brilliance!

Course overview:

A messy workspace impacts safety, quality, and even the environment. This course introduces a proven, step-by-step approach to organizing tools, materials, equipment, and paperwork—creating a streamlined, productive environment.

Prerequisite:

No prior knowledge or experience is required.

Course Objective:

Equip participants with practical strategies to organize any workplace effectively.

What you'll learn:

- Why workplace organization matters
- How it is applicable to many work environments
- The basics of the 5S steps for housekeeping
- An introduction to the visual workplace

Who should attend:

- Anyone looking to improve their work environment and boost productivity.

Duration and Delivery:

Half-day, on-site workshop.

Need more? Extend to a full-day with customized, hands-on exercises.

Flexible and Customizable

Cost:

\$1,250 CAD + taxes (up to 10 participants; travel not included)

\$2,500 CAD + taxes (extended full-day option; up to 10 participants; travel not included)