



Consulting and Training | Reach New Heights

**Course Name**

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

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**Sector Name**

Administration and Office Efficiency

**Document Type**

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## 5S Methodology: Steps towards Workplace Efficiency

### Course Introduction

In modern organisations, improving workplace efficiency, operational productivity, and quality management is essential for maintaining competitiveness. The 5S Methodology training program provides organisations with a structured approach to workplace organisation, lean management, and continuous improvement. Originally developed as part of the Lean Manufacturing system, the 5S framework helps companies create safer, more efficient, and highly organised work environments.

This corporate training program is designed for operations managers, production teams, quality professionals, and maintenance staff who want to implement practical systems that enhance process efficiency and workplace discipline. Participants will learn how to apply the five pillars of 5S—Sort, Set in Order, Shine, Standardize, and Sustain—to eliminate waste, reduce downtime, and streamline operational workflows.

By implementing 5S principles, organisations can significantly improve workplace safety, equipment reliability, and productivity, while fostering a culture of continuous improvement and employee engagement. The course also demonstrates how 5S integrates with broader lean management practices, quality improvement initiatives, and operational excellence programs.

Through real-world applications and practical tools, this training enables teams to establish structured workplace management

systems that support long-term organisational efficiency, better resource utilisation, and sustainable operational performance

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## 5S Methodology: Steps towards Workplace Efficiency

### Target Audience

Supervisors, Administrators, Managers, etc.

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## 5S Methodology: Steps towards Workplace Efficiency

### Learning Objectives

- ✓ Explore what continuous improvement in the workplace is
- ✓ 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 with 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

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## 5S Methodology: Steps towards Workplace Efficiency

### Course Outline

#### ✓ **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 the 5S methodology

## 5S Methodology: Steps towards Workplace Efficiency

### Course Outline

#### ✓ **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

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### Course Outline

#### ✓ **03 Day Three**

##### **Combining 5S with 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 start

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## 5S Methodology: Steps towards Workplace Efficiency

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 4, 2026	May 6, 2026	3 days	3250.00 \$	UAE , Abu Dhabi
Oct. 5, 2026	Oct. 7, 2026	3 days	3250.00 \$	UAE , Dubai
Nov. 29, 2026	Dec. 1, 2026	3 days	3250.00 \$	KSA , Riyadh
Feb. 1, 2027	Feb. 3, 2027	3 days	3950.00 \$	Malaysia , Kuala Lumpur

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