



# 5S Workplace Organization Overview

5S is a process for organizing a workplace. The objective is to develop an environment that only includes the required items, where and when they are needed. The result is an efficient and effective working environment with dramatically reduced wastes in waiting on people, information and/or equipment and searching for whatever is missing.

The largest challenge in developing and achieving an organized environment is changing old behaviors. This session provides an opportunity for participants to *experience* the effects of workplace organization. Through small group activities and an implementation exercise, participants actually practice the 5S principals and begin to understand how it can enhance their performance and success.

## 2-hour Session:

The basic overview session includes the following:

- Learn the key steps to implementing 5S
- Experience the impact of 5S through interactive activities
- Learn and discover various methods for implementing and maintaining organization
- Discuss the role of the participants and the organization in 5S

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these exciting programs!  
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