



B U S I N E S S
EXCELLENCE
C O N S U L T I N G **Inc.**

Passion for Quality

TRAINING TITLE:

5S Workshop (WORK-012)

OVERVIEW:

5S is a structured method to create a well organized work environment and keep it visual controllable. It systematically eliminates all the waste from the processes which leads to a more efficient and convenient working, in which less mistakes are made. It also enables a more pleasant way of working, because the co-workers perceive that they continuously add value and that they work more efficiently. 5S is implemented by the employees themselves, because they know where the waste is located within their processes and where improvements are most necessary. As a result, the employees are more motivated and involved.

TARGET GROUP FOR THE TRAINING:

5S is a tool which is applicable in all kind of industries and environments. It is a good method to start within the lean-implementation because it involves everyone in the improvement cycle and it gives quick results. From here on, continuous improvements can arise and be further implemented. There is no prior knowledge required for this training.

LEARNING OBJECTIVES:

Upon completing this workshop, participants will be able to:

- Describe the 5 elements of 5S
- Develop a 5S program
- Implement the 5S principles in a work area of the organization

MATERIALS:

Each participant will receive:

- MS PowerPoint presentations
- Certificate of Attendance
- Final Exam (70% minimum score required to approve the course)

TRAINING DURATION:

14 contact hours



BEC is authorized by IACET to offer 1.4 CEUs for this program. FULL attendance to the learning event is mandatory to receive CEUs.

COURSE INSTRUCTOR:

Manuel E. Peña-Rodríguez is a process improvement and training consultant within the textiles, electronics, and FDA-regulated industries with more than 20 years of experience in those fields. Since January 2006, he is fully devoted to consulting under Business Excellence Consulting Inc, focusing on training and implementation of Lean Six Sigma initiatives and CAPA / Root Cause Analysis workshops. He also serves as professor in the graduate program in biochemistry at the University of Puerto Rico, Medical Sciences Campus, in San Juan. Manuel received his J.D. degree from the Pontifical Catholic University of Puerto Rico and his master's of engineering in Engineering Management from Cornell University in Ithaca NY. He is also a licensed Professional Engineer registered in Puerto Rico. Manuel is an ASQ Certified Six Sigma Black Belt, Manager of Quality & Organizational Excellence, Quality Engineer, Quality Auditor, Biomedical Auditor, and HACCP Auditor. He is also a Senior member of ASQ and former Chair of the Puerto Rico ASQ Section. He is the author of the book "*Statistical Process Control for the FDA-Regulated Industry*", published by ASQ Quality Press in April 2013 and co-author (with José Rodríguez-Pérez) of the article "*Fail-Safe FMEA*" published in the January 2012 edition of the ASQ Quality Progress magazine.



Title: 5S Workshop (Day 1)

Lunch from 12:00 – 13:00.

Coffee break: 15 min. each during morning and afternoon session. Time schedule are rough estimates and may vary consequently.

Agenda

8:30 – 9:00	Opening Remarks
9:00 – 10:15	The 5S <ul style="list-style-type: none">• Sort• Straighten
10:15 – 10:30	Break
10:30 – 12:00	The 5S <ul style="list-style-type: none">• Shine• Standardize• Sustain
12:00 – 13:00	Lunch
13:00 – 15:00	Kaizen Event <ul style="list-style-type: none">• Sort
15:00 – 15:15	Break
15:15 – 17:00	Kaizen Event <ul style="list-style-type: none">• Straighten



Title: 5S Workshop (Day 2)

Lunch from 12:00 – 13:00.

Coffee break: 15 min. each during morning and afternoon session. Time schedule are rough estimates and may vary consequently.

Agenda

8:30 – 10:15	Kaizen Event <ul style="list-style-type: none">• Shine
10:15 – 10:30	Break
10:30 – 12:00	Kaizen Event <ul style="list-style-type: none">• Standardize
12:00 – 13:00	Lunch
13:00 – 15:00	Kaizen Event <ul style="list-style-type: none">• Sustain
15:00 – 15:15	Break
15:15 – 17:00	Presentation of Kaizen results