

# 5S Planning & Deployment Event

Services	Deliverables
• 5S Deployment Planning Event	▪ 8 hour strategic level planning event for up to 8 participants

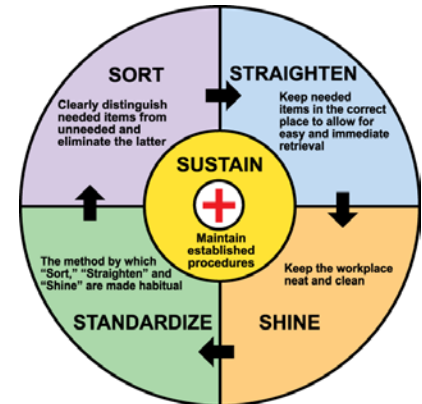
The Company will provide the classroom and refreshments for participants and trainer.

## 5S Planning & Deployment Event

5S is a systematic approach for Workplace organization and standardization in production and/or administrative processes. In order to sustain 5S improvements and maintain an ongoing 5S program, a company needs to create systems to provide structure and support for their 5S/Workplace Organization and Standardization program.

This strategic level event is intended to help a company's management team define and design the customized 5S infrastructure and support systems that will work for their firm. An experienced AKA Lean expert will provide participants with an understanding of the structures, tools and techniques that can be used to sustain 5S programs. Then, AKA's Lean expert will facilitate the decision-making process in which participants specifically define the support system that will fit the company's unique culture and situation.

*5S removes unnecessary items and maximizes workspace improving productivity.*



Components of an effective 5S program that will be discussed during the event include:

- roles and responsibilities
- cleaning schedules and cleaning accountability
- audit forms, audit frequency, and audit teams
- communication boards (departmental and plant); use of competition boards
- consequences for deficiencies
- inclusion of 5S involvement and performance into employee reviews, reward systems and recognition programs
- capturing and communication of 5S ideas and improvements.

## **Benefits of the 5S Deployment Planning Event**

- Provides a structured approach to defining and implementing the systems needed to Standardize and Sustain the company's 5S initiative.
- Increases the "sticking power" of 5S improvements and long-term sustainability of the 5S initiative.
- Combines the knowledge and experience of a AKA Lean expert with participants' ability to customize systems for the company's unique circumstances and culture.
- Serves to align the management team and establish accountability for the 5S activities.

**Prerequisite:** Introduction to 5S Workshop

