

LEAN 5S TRAINING



'5S' is the name of a workplace organization methodology that uses a list of five Japanese words which are seiri, seiton, seiso, seiketsu and shitsuke. The pillars of 5S are defined as Sort, Set in Order, Shine, Standardize and Sustain. Because each of the five pillars begins with S, this method was named 5S.

The 5S method is a simple but highly effective set of techniques used to remove waste from your work environment through better, effective workplace organization, visual communication and general cleanliness. These new standards and procedures save the company time and money.

Sorting (Seiri), eliminate all unnecessary tools, parts, instructions. Setting in Order / stabilize (Seiton), there should be a place for everything and everything should be in its place. Shining or Cleanliness (Seiso), keeping the workplace tidy and organized. The key point is that maintaining cleanliness should be part of the daily work. Standardizing (Seiketsu) work practices, ensures consistency. So each person knows his or her exact responsibilities. Sustaining the discipline (Shitsuke) or maintain and review standards. Safety the 6th S, is sometimes added. It is reasonable to assume that a properly planned and executed 5S program will inherently improve workplace safety, but some argue that explicitly including this sixth S ensures that workplace safety is a logical addition.'

It is important to have continuous education about maintaining these critical workplace components as it has been documented to save time, resources and efficiency.

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Rita Witherly is the Managing Partner, of MoZen Inc. (More Zen or more Balance), a global business coaching, consulting and training firm whose forte is helping companies and individuals achieve and their full potential, maximizing growth to reach goals in brutally short time frames.

Rita has worked with fortune 100, 500 and small to mid-size companies. Her company works with senior leaders to translate business strategies into actionable plans, align business processes to attain short and long term goals and develop employee skills at all levels.

Rita holds an MBA; a B.S. in Organization Development She is a Gazelles business coach, a Master Trainer & Facilitator. A Lean Six Sigma Master Black Belt, a Metric Master and is TopGrading Certified by Brad Smart. Rita is also an coauthor "Environmental Awareness" and an international speaker.