



London TDM

# Quality and Productivity Improvement Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 26 April 2026 To 30 April 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Workplace Organization Using 5S" course is designed to guide professionals in implementing the 5S methodology to enhance workplace efficiency and organization. Over five days, participants will delve into the principles of Sort, Set in order, Shine, Standardize, and Sustain, exploring practical strategies to apply these concepts effectively in their work environments. Through a combination of theoretical insights and hands-on activities, attendees will gain the skills to foster a more organized, efficient, and productive workplace.

## Objectives

- Understand the fundamental principles of 5S and their significance in the workplace.
- Learn how to implement each of the 5S steps in a structured manner.
- Develop strategies to maintain and sustain improved organizational practices.
- Identify common challenges in workplace organization and how to address them.
- Enhance teamwork and employee engagement through effective use of 5S.

## Course Outlines

### Day 1: Introduction to 5S and Sort

- Overview of 5S and its benefits in the workplace.
- Introduction to the first S: Sort.
- Identifying necessary and unnecessary items in the workplace.
- Techniques for decluttering and organizing workspaces.
- Case studies of successful Sort implementations.

### Day 2: Set in Order

- Importance of orderliness in the workplace.
- Methods for effective arrangement of tools and materials.
- Using labels and signs for improved accessibility and retrieval.
- Creation of a workflow for maintaining organized spaces.
- Hands-on workshop: Setting up a workplace using Set in Order principles.

### Day 3: Shine

- Understanding the impact of cleanliness on productivity.
- Developing a regular cleaning routine.
- Identifying and eliminating sources of dirt and clutter.
- Creating a clean and inviting work environment.
- Incorporating Shine into daily activities and culture.

### Day 4: Standardize

- Defining standards to maintain order and cleanliness.
- Creating visual cues and checklists for consistency.
- Implementing routine audits and evaluations.
- Engaging staff in developing and maintaining standards.

- Case studies on effective standardization techniques.

### **Day 5: Sustain and Continuous Improvement**

- Ensuring long-term adherence to 5S principles.
- Building a culture of continuous improvement.
- Employee involvement and training in sustaining 5S efforts.
- Evaluating the impact of 5S on workplace performance.
- Creating an action plan for ongoing development and refinement.