



Seatag Offshore Limited

Course Outline

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C-2502 CCBT – Organizational / Productivity

5S OFFICE TRAINING

COURSE AIM

Will help you develop an exceptional 5S office kaizen program in an office environment that puts your organizational development ahead of your competition. This solution training package helps you assess your needs and select workshops focused on improving your current or new 5S area.

Lean organizations know that for a 5S program to be successful there needs to be implementation throughout all areas of the business. Marketing, design, accounting, engineering, and other departments benefit from 5S just as much as the shop floor. SEATAG understands the importance and difficulties of transferring a 5S program to the knowledge worker. SEATAG has researched and will assist you with a solution for companies wishing to begin or sustain an Office 5S program.

COURSE CONTENT

1. Introduction
 - History Overview of the 5S's
 - 5S and Visual Systems
 - The Benefits of 5S
 - How 5S Eliminates Waste
2. Putting 5S to Work (explain each 5)
 - Sort
 - Straighten
 - Sweep
 - Standardize
 - Sustain
3. Five S and Teamwork (Workshop Portion)
 - 5S Office Evaluation Team
 - 5S Office Photography Team
 - 5S Mapping Team
 - 5S Red Tag Register
 - 5S 30 Day Action Log
 - 5S Sustainment Schedule
4. 5S Office Kaizen Project (Supportive)
 - Executing the Project
 - Management Presentation

COURSE DURATION

This course is designed as a two day introductory course. Course can be extended to include additional practical exercises and competency training as to the specifications of the company being trained.