

Globe Training Centre – (GTC)

Productivity Improvement with 5S Concept

(Workshop Curriculum)

Training Objective/ Out Come: At successful completion participants should be able to:

- Plan an effective use of resources within a call centre.
- Realize the importance and benefits of good housekeeping at their workplace.
- Understand the housekeeping practices using the 5S concept.
- Promote good housekeeping with respect to cleanliness, orderliness and safety.
- Help make 5S practice as a company culture.
- Utilization of Time for productively.

Content:

- Introduction to Industrial Housekeeping Concept.
- Importance/benefits of good industrial housekeeping.
- Elements of 5S:
 - Seiri
 - Seiton
 - Seiso
 - Seiketsu
 - Shitsuke
- How to get started with 5S housekeeping practices.
- Industrial malpractice pertaining to safety and housekeeping.
- 5S process flow, expectation and method of implementation.
- Case Study: on real-life case on industrial housekeeping.
- Group discussion and brainstorming on existing company environment.
- Presentation on good 5S practices/ideas.
- Crucial points for successful implementation of 5S.

Training Method: Theory and Practical sessions.

Duration: 01 Day (08:30 a.m. – 04:30 p.m.)