Introduction to 5S

This lesson introduces the concept of 5S and justifies why 5S practices are necessary for all associates to engage in at an organization.

Use this facilitator’s guide to deliver training to groups of associates in a simple, standardized, step-by-step manner. For more 5S training materials, visit the Lean Smarts Academy online.
Prepare for the Training

Review this entire facilitator’s guide, including the video, summary, discussion prep, and quiz questions.

Determine who, when, and where the training will take place.

Test your computer/device, internet access, and login credentials to access the training.

Step 1: Introduce the Training

Introduce the topic: “Today we’re starting a training series on a very simple lean concept called 5S. But don’t underestimate it just because it is simple!”

Explain what to expect: “We’re going to watch a six-minute long video. Then we’ll discuss it as a group before taking a short quiz.”

Step 2: Play the Video

Course: 5S Productivity
Lesson: 1
Title: 5S Introduction
Duration: 6 min 15 sec
Scan the QR code or login at https://members.leansmarts.com/lessons/introduction-to-5s/

Step 3: Review the Key Points

Duration: 2 minutes

- 5S is not just about being clean and organized.
- 5S overcomes the challenge of entropy: everything in the universe (and in our organization) tends to move to a state of disorder.
- Disorder in our organization is a BIG problem because
  1. We are less efficient
  2. We have a harder time detecting problems and abnormalities
- There are five practices of 5S
  1. Sort: to get rid of all unnecessary stuff
2. Set in order: to give a specific home to every remaining item
3. Shine: to keep your work environment clean, and to inspect for problems as you clean
4. Standardize: to create routines so that the first three S’s are maintained
5. Sustain: to never give up, and make these practices a way of life!

- There are consequences for NOT doing 5S. These include:
  - Wasted time
  - Wasted space
  - Compromised quality
  - Compromised equipment
  - Compromised safety
  - Problems that are hidden or kept secret
  - Wasted money

- Two recommendations to make 5S work:
  1. We have to develop discipline performing these practices
  2. We have to make each of these practices a daily habit

### Step 4: Discuss the Lesson

Now ask if anyone has questions: “Does anyone have questions or need clarification?”

To reinforce the lesson, take 5-10 minutes to discuss any of the following questions (or prepare your own in advance of the training):

1. Find a partner. Take turns sharing a recent experience at work or home when you couldn’t find something you needed and had to search for it.
2. [With the same partner] Take turns sharing a recent experience at work or home when clutter or mess compromised the quality of your work or your ability to get things done.

### Step 5: Quiz

The quiz may be completed individually or as a group. You can also complete it via the online quiz (if taking a “group quiz”), or print the quiz questions out for each person in advance.

1. 5S is only about being clean and organized at work.
   - [ ] True
   - X False

2. What are the TWO major problems of a disorganized work environment?
   - X We are less efficient getting our work done.
   - [ ] Our customers and auditors will not like how the place looks.
We have a harder time identifying problems and things that are wrong.

When we let the place get messy, we spend more time than necessary cleaning.

3. 5S is something you can do every once and a while, or when we have time for it.
   True
   False