# 5s Methodology & Principles Training

Duration: **1 Day**

BILGINÇ IT Academy
info@bilginc.com
bilginc.com

## Overview

5S is one of the most practical Lean Manufacturing tools for creating a clean, organized, and efficient workspace. It includes five structured steps: sorting out the unnecessary, arranging the essentials, keeping the area clean, standardizing procedures, and maintaining discipline to sustain improvement.

This training equips participants with both the theoretical background and practical insights to implement the 5S methodology effectively within their teams or facilities.

## Who Should Attend

- Managers and employees in production, logistics, quality, planning, warehousing, maintenance, and R&D
- Lean leaders and operational excellence teams
- Anyone aiming to optimize operational efficiency and workplace organization

## What You Will Learn

- Enhanced workplace organization and visual management
- Reduction in machine and equipment failures
- Increased productivity and performance
- Waste minimization and cost reduction
- Higher employee engagement and motivation
- Improved process quality
- Optimized time and resource usage

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## Outline

**1. What is 5S?**

- Definition, background, and goals
- Importance of 5S in workplace efficiency

**2. Core Concepts & Lean Relevance**

- How 5S supports Lean manufacturing principles
- Benefits for quality, safety, and time management

**3. Step-by-Step 5S Implementation**

- **Seiri (Sort):** Eliminate unnecessary items
- **Seiton (Set in Order):** Systematic arrangement
- **Seiso (Shine):** Routine cleaning for visibility
- **Seiketsu (Standardize):** Visual standards and color codes
- **Shitsuke (Sustain):** Instilling discipline and culture

**4. Real-World Applications of 5S**

- Office, factory floor, storage and maintenance areas
- Visual management techniques
- Case studies and interactive exercises