

# Course : 5S in action: methods and tools

**Optimizing the efficiency of a work environment**

**Practical course - 1d - 7h00 - Ref. SAE**

**Price : 920 CHF E.T.**

 4,6 / 5

The 5S method helps to organize and maintain a better working environment: orderly, productive and safe. This continuous improvement approach aims to reduce waste in terms of process, product, time, posture... and create value. This action-training course will help you prepare your 5S worksite.

## Teaching objectives

At the end of the training, the participant will be able to:

- Knowing and evaluating the 5 steps of 5S
- Lead or participate in a 5S group in your organization
- Design your 5S improvement action plan

## Intended audience

Anyone in the hospital, industry or service sector who needs to lead or take part in a 5S project.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Practical workshops on implementing the 5S approach. Design a pilot worksite. Definition of an action plan.

### Teaching methods

Inductive pedagogy. Workshops and discussions followed by analysis and feedback from the trainer.

## Course schedule

### PARTICIPANTS

Anyone in the hospital, industry or service sector who needs to lead or take part in a 5S project.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects.

They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Understanding the benefits of 5S

- History and use: from the workshop to the hospital and tertiary sectors.
- Initiate a continuous improvement program using a simple tool: 5S.
- Continuously optimize the quality of organization and working conditions.
- Measure loss reduction.

### Hands-on work

Brainstorming (and Post-it® &gt visual feedback; to introduce a visual management aspect), identify the benefits generated by a tidy, organized and controlled workstation.

## 2 Experience the 5 steps of 5S

- Discover the 5 steps of 5S: Sort, Tidy, Clean, Standardize, Maintain.
- Understand their impact as part of a continuous improvement process.

### Hands-on work

Discover the 5 steps of 5S in the form of a game. Group debriefing and sharing. What conclusions can be drawn from the workshop?

## 3 Implementing 5S: best practices for each stage

- Preparing each 5S step: methods and actions to be implemented.
- Leading each 5S step: methods and actions to implement.
- Use each 5S step: activity charts, audit and planning.
- Sustaining the process: key points for maintaining and improving results.
- Identify possible causes of failure.

### Role-playing

Atelier de mise en situation pour trier ranger et nettoyer. Réalisation de standards. Évaluer et noter chaque étape à l'aide d'audits. Mettre en place un affichage vivant et pertinent tout au long du chantier.

## 4 Designing a 5S pilot worksite and action plan

- My pilot site: defining the area, setting up the team, preparation and planning, action, activity chart.
- Deployment of the tool in other areas.
- Use the forms kit (audit, action plan, labels, etc.).

### Role-playing

Concevoir son chantier pilote : présentation au groupe et feedback.  
Définition de son plan d'action.

## Dates and locations

### REMOTE CLASS

2026 : 20 Mar., 19 June, 21 Sep.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.