



Internal Quality Assurance Cell (IQAC)

&

Department of Production & Industrial Engineering

Organising

One Day Webinar

on

***5S: A Japanese Methodology for
Workplace Management***

November 2, 2020 Monday Time: 11:00 AM to 12:00 Noon



Prof. P.C. Trivedi

Hon'ble Vice Chancellor

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- ❖ **No Registration fee**
- ❖ **E-certificate will be issued to all registered participants.**
- ❖ **Registration is mandatory for all the participants.**
- ❖ **The link to join webinar will be sent on the registered email ID.**
- ❖ **Last date of registration is 30-10-2020 Friday till 5:00 PM.**

Registration Link:

<https://forms.gle/P79PHwNxpW9KMgcc6>

5S: A Japanese Methodology for Workplace Management

1s SEIRI

整理 = *Sort*

2s SEITON

整頓 = *Set*

3s SEISO

清潔 = *Shine*

4s SEIKETSU

清掃 = *Standardize*

5s SHITSUKE

躰 = *Sustain*

5S: A Japanese Methodology for Workplace Management

5S methodology originally has its roots in Japanese manufacturing, now expanding its applications to a wide variety of business activities including, industry, health care, education, government and knowledge economy.

5S *seiri* (整理), *seiton* (整頓), *seiso* (清掃), *seiketsu* (清潔), and *shitsuke* (躰) translate as "Sort", "Set in order", "Shine", "Standardize" and "Sustain" in English language. These 5S suggest methods to manage and organize workplace in order to improve overall efficiency and effectiveness by identifying and storing items used based on their frequency of usage, maintaining the work area and items, and thereby sustaining the new order. Key to successful 5S implementation is through dialogue and arriving on consensus about standardization, which builds understanding among employees to develop a work culture about how they should do the work in order to eliminate rework, waste and inefficiencies. It paves the way for successful *kaizen* implementation as well.

This webinar on "5S: a Japanese methodology for workplace management" primarily aims to sensitize, educate and spread awareness about 5S methodology among entrepreneurs, practitioners, managers, small & medium enterprises (SMEs), faculty members, students & staff of educational institutes and other service sectors. Besides, benefits and implementation strategies of 5S will also be discussed.