

5S PRODUCTIVITY

*"Organise Better.
Perform Faster."*

Course Overview

5S is a structured workplace organisation methodology originating from Japan and rooted in Lean management principles. The five pillars—Seiri (Sort), Seiton (Set in Order), Seiso (Shine), Seiketsu (Standardise), and Shitsuke (Sustain)—provide a systematic framework for improving efficiency, safety, and operational discipline. Seiri focuses on removing unnecessary items from the workplace; Seiton ensures tools and materials are arranged for easy access and workflow efficiency; Seiso promotes cleaning as a form of inspection; Seiketsu establishes consistent standards and visual controls; and Shitsuke reinforces discipline to maintain improvements over time.

Effective implementation of these principles delivers measurable organisational benefits, including reduced search time, improved space utilisation, lower safety risks, enhanced equipment reliability, improved inventory control, and stronger employee accountability. A well-organised workplace supports smoother process flow, shorter cycle times, fewer errors, and quicker problem detection, contributing directly to productivity and quality performance.

Structured as a two-day advanced programme, the training combines focused classroom learning with practical simulations and case-based exercises to translate 5S principles into actionable workplace improvements. In the absence of a live workplace setting, participants will engage in guided scenario activities, mock red-tag exercises, layout optimisation workshops, and visual management design exercises based on real industry examples. Through group discussions and structured implementation planning, participants will develop a practical 5S roadmap applicable to their respective organisations. By the end of the programme, attendees will leave with clear action plans, defined improvement priorities, measurable targets, and practical tools that can be immediately applied within their own workplaces to enhance productivity, strengthen safety, and support sustainable operational excellence.



Learning Outcomes

By the end of this workshop, participants will be able to:

- ✓ Explain the principles of 5S (Seiri, Seiton, Seiso, Seiketsu, Shitsuke) and their impact on productivity and safety.
- ✓ Identify and eliminate workplace waste through structured sorting and red-tag techniques.
- ✓ Organise tools and materials to improve workflow and reduce search time.
- ✓ Apply visual management methods such as labelling, floor marking, and shadow boards.
- ✓ Implement cleaning-as-inspection practices to enhance equipment reliability.
- ✓ Develop simple 5S standards and checklists for consistent implementation.
- ✓ Conduct basic 5S audits and evaluate compliance using scoring methods.
- ✓ Establish measurable improvement targets linked to efficiency and safety.
- ✓ Create a practical 5S action plan tailored to their work area.
- ✓ Sustain improvements through accountability, discipline, and team engagement.

Course Benefits

The programme enhances workplace organisation, reduces operational waste, improves space utilisation, increases efficiency, strengthens safety practices, and supports a culture of continuous improvement. Effective 5S implementation leads to measurable productivity gains, improved equipment care, reduced downtime, and better employee engagement.

*Determine
Locations*



5S



Who Should Attend?

This programme is suitable for personnel at all levels of the organisation, including top management, department heads, production managers, supervisors, engineers, team leaders, operators, warehouse and logistics personnel, maintenance staff, quality assurance teams, safety officers, and continuous improvement committees.

Training Methodology

The training combines interactive presentations, practical demonstrations, on-site workplace assessments, group activities, red-tag exercises, layout improvement planning, and structured action planning sessions to ensure immediate application and sustainable results.

Training Duration

Full 2 days training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

10001228889

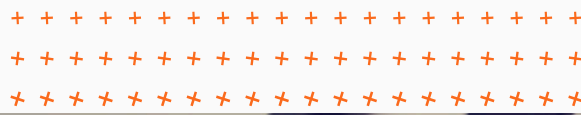
Public Program Course Fee

Single Registration – RM 1,480.00 nett per participant

Group Registration – RM 1100.00 nett per participant
(For 4 participants or more from the same organization)

(The fee covers training materials, lunch, coffee/tea, snacks, supplementary notes, a detailed training report with assessment and a Certificate of Completion)

Scan
for more
information



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: sales@progresslink.com.my

Website: www.progresslink.com.my

COURSE MODULE

DAY ONE - 5S FOUNDATION & IMPLEMENTATION FRAMEWORK

SESSION 1: INTRODUCTION TO 5S & LEAN PRODUCTIVITY

- Lean principles and waste (Muda)
- Impact of 5S on efficiency, safety, and quality
- Common implementation challenges

SESSION 2: THE 5S METHODOLOGY

- Seiri (Sort)
- Seiton (Set in Order)
- Seiso (Shine)
- Seiketsu (Standardise)
- Shitsuke (Sustain)

SESSION 3: 5S IMPLEMENTATION STRATEGY

- Step-by-step rollout approach
- Forming 5S teams
- Zoning and responsibility allocation
- KPIs and measurement

SESSION 4: 5S AUDIT & SUSTAINABILITY SYSTEM

- Audit scoring method
- Leadership involvement
- Continuous improvement integration

COURSE MODULE

DAY TWO

ACTIVITY 1: MOCK RED-TAG EXERCISE

- Simulated cluttered workspace case study
- Red-tag decision exercise
- Waste classification practice

ACTIVITY 2: LAYOUT OPTIMISATION WORKSHOP

- Before/after layout redesign exercise
- Flow improvement simulation
- Time and motion reduction analysis

ACTIVITY 3: VISUAL MANAGEMENT DESIGN

- Designing shadow boards
- Labelling systems
- Colour coding strategy

ACTIVITY 4: 5S IMPLEMENTATION ROADMAP DEVELOPMENT

- Group-based action plan
- 30-60-90 day plan
- KPI setting and tracking template

FINAL SESSION: CONSOLIDATION & IMPLEMENTATION READINESS

- Group presentation of improvement proposals
- Trainer feedback and refinement
- Key success factors for 5S sustainability
- Common implementation pitfalls and solutions
- Personal action commitment planning

PROGRESS LINK

REGISTRATION FORM

5S IMPLEMENTATION FOR PRODUCTIVITY IMPROVEMENT

22nd & 23rd APRIL 2026 (WED & THU)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: 5S IMPLEMENTATION FOR PRODUCTIVITY IMPROVEMENT

Venue: JAZZ HOTEL, PENANG

Date: 22nd & 23rd APRIL 2026

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM1,480.00 2 x participants = RM2,960.00 3 x participants = RM4440.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 1,110.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID: 10001228889 - Public)

Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

Tel No.: _____ Mobile No.: _____ Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 - 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

(If there are more participants, please attach a separate list)