

**Programme on
Workplace Management through 5S
Friday, October 12, 2018 - 9.30 a.m. to 5.00 p.m.
Conducted in Simple English**



Venue: Torrent-AMA Management Centre, Core-AMA Management House, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad

5S is a tool for workplace Management where the work area is organized and utilized to minimize loss of time and effort while working. Its principles for eliminating wasted time and unnecessary motion are universally applicable to every business and individual. 5S is much more than 'A place for everything and everything in its place'. It comprises of five basic principles to organize your workplace.

1. Segregate : Segregate wanted and unwanted items and get rid of unwanted items.
2. Arrange : Find the item you need in less than 30 seconds
3. Clean : Have your workplace and equipment ready for immediate use.
4. Standardize : Establish Standards so that everyone does each job in the same way and strives to improve it.
5. Sustain : Everyone does his part to foster a safe, efficient and effective workplace.

The purpose of 5S is to help people do perfect work every time by:

- Preventing mistakes that ruin a job and create scrap and rework.
- Making sure that equipment is reliable and works properly to make a perfect item every time.
- Removing and preventing useless variation in work activities and machine performance.
- Delivering exact quality product or service in shortest possible time.
- Keeping people and plant safe from hazards & harm.

Actually this is what every business wants. To achieve these vital performance benefits, you use 5S as a tool to create the right workplace situation that will deliver the competitive performance as per business needs.

The programme focuses on 5S not only as a tool for workplace management and cleanliness but also on personal workplace practices which help people to do great work. It will help build a world class operation whose products or services will not only sustain existing customers but also attract new customers. Practice of 5S helps people to create work security for themselves and build a safer, happier work environment where people deliver top quality product or service every time.

Content : The programme will cover:

- a) Class room sessions
- b) Film on implementing 5S
- c) System for implementing 5S in your organization on continuous basis.

5S is a tool for **Good Housekeeping** as well as for **Effective Workplace Management**. It lays foundation for other activities like **Total productive Maintenance**.

Faculty : **Mr. Arun Modi**, Management Consultant and Trainer with over five decades of experience in Industry. He has trained thousands of Managers in Kaizen, 5S, TPM and SMED in India and abroad.

Fees : Rs.1600/- per participant inclusive of GST. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.' 10% Concession for SME Sector Industries.

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Registration Form:

Please fill-in and return this form along with participation fee to : **Ahmedabad Management Association**, AMA Complex, Ahmedabad 380015. **Phone** : 079-26308602-5 • **Mobile**: 9537407187, 7069940917, 7203030990 • **E-mail**: ama@amaindia.org
Website: www.amaindia.org • **Android Mobile App**: AMA-Ahmedabad amaIndia.org

Name(s)	Position
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
Telephone(s):	Mobile:
E-mail: <input type="text"/>	