FORMATIONS TRAINING RESOURCES SDN BHD (202301023943 (1517866-U))

Address: 8-1, Jalan Damai Utama 3, Taman Damai Utama, 47180 Puchong, Selangor General Line: 03-8082 5340 / 017-368 0890 Support Line: 012-359 1975 Email: general@formationshrd.com Website: www.formationshrd.com



INTRODUCTION:

7S is a delightful Kaizen (continuous improvement) program in which everyone wants to participate. The advantage of 7S is that it can be practiced literally as an organization-wide program in any organization, irrespective of industry and size. Why is 7S such a delightful program that everyone would like to participate in? The answer is quite simple.

7S is an organization-wide program, the implementation of which makes it possible to create a convenient, productive, active, beautiful, happy and safe surrounding for people to work in. Moreover, continued implementation of 7S renovates the image of the organization and generates more and more business opportunities. It is the responsibility of all employees to improve operations in their organization. They must have the ability and confidence required to educate their subordinates while developing and implementing effective programs to lead them, as well as learning by themselves the techniques required for those purposes. The substance of 7S can be readily understood, making the program easy to introduce, and that implementation generates benefit to the organization and to its employees.

OBJECTIVES:

This Program Provide Participants With Understanding To,

- 1. Experience 7S practices and understand how 7S helps reduces waste and improve productivity and quality
- 2. Understand the importance of 7S Characteristics, Features and Benefits to sales, quality & customer satisfaction
- 3. Strategies to implementing the practices of 7S
- 4. Creating a visual workplace with 7S techniques
- 5. How to initiate 7S improvement in the workplace





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PROGRAM CONTENT & HIGHLIGHT:

Module 1: 7S Kaizen Revisited

- ♣ The Various Platforms For Kaizen Activity
- **♣** Stages Of Kaizen Implementation
- ♣ 7S Basis of Kaizen Initiative

Module 2: Understanding The Philosophy & Power of 7S

- ♣ Importance of 7S
- ♣ Goals & Objectives of 7S
- ♣ Benefits of A Successful 7S Implementation
 - Productivity
 - Quality
 - Cost
 - Conducive Workplace
 - Delivery On Time
 - Safe Work Place
 - Morale Uplifting
- ♣ The Bottom Line To 7S Practices Cost Savings

Module 3: Creating A Visual Workplace With 7S

- **♣** Introduction To 7S
 - Safety, Seiri, Seiton, Seiso, Seiketsu, Shitsuke & Security
- ♣ Features Of 7S
- ♣ Benefits Of 7S
- ♣ Goals & Objectives Of 7S

Module 4: Defining The Real Meaning Of 7S

- ♣ Definition of 7S (Each Of The 7S Is Explained In Detail),
 - Safety
 - Seiri
 - Seiton
 - Seiso
 - Seiketsu
 - Shitsuke
 - Security

Module 5: Putting 7S Into Practice

SAFETY In Action

- Ensure workplace is safe
- Free from hazard & danger
- Practice safe work method
- Make it visual so that dangers can be spotted easily
- Examples of good Safety practices





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SEIRI In Action

- Segregate needed & not needed items
- Identify needed items based on items often, sometimes & rarely use
- Identify not needed items based its ease & feasibility of disposal
- Use of Red Tagging method
- How Seiri eliminate Muda

SEITON In Action

- Necessary items are arranged in orderly form so that they can be easily retrieved for use
- Right items
- Right quantity
- Right method
- Right place
- How Seiton eliminate Muda

SEISO In Action

- Clean the workplace well
- Learn to recognize the implication of poor 7S
- Train your eyes to see Muda, Mura & Muri
- Practice good Seiso practices
- How Seiso prevent loss time

EIKETSU In Action

- Maintain a productive & comfortable workplace
- Learn strategies to sustain 7S practices
- Your role & responsibilities in 7S sustenance
- Examples of good Seiketsu practices

SHITSUKE In Action

- Building a 7S culture
- Learn the values of Shitsuke
- Connect 7S practices to Lean manufacturing/operation
- Examples of good Shitsuke practices

SECURITY In Action

- Prevent confidential information from unauthorize publication
- What is confidential information
- How to prevent confidential information leaked out



