

Amalan 5S Untuk Kejayaan Organisasi Cemerlang



(Bahasa Malaysia)

for Executives, Supervisors and Line Leaders

18 September 2014 (9.00 am – 5.00 pm), Sunway Hotel Seberang Jaya

In various organizations, 5S is a strategic tool to be used to achieve and maintain a quality environment. With the development of 5S, it is now being applied to various fields, such as factories, hotels, schools, supermarkets, restaurants and much more. 5S helps in shaping the corporate image, reduce costs, achieve on-time delivery, maintain workplace safety, obtaining a high degree of standardization, and creating a delightful place to work. It has shown a great positive impact, thus have been gradually recognized by the management community in various countries and which also is largely adopted by the Malaysian organizations.

5S is the fundamental step in quality management, especially in the field of mass production management practices. It included the processes of structuring, rectifying, cleaning, standardization and self-discipline. Through the sharing of the actual experiences and knowledge of the instructor, our program is designed in an action oriented ways that will provide you with the structure guidance to ensure participants will take a more comprehensive and effective steps and strategies that will lead to further planning and upgraded. Thus, continued to improve the corporate security, health, quality, efficiency, corporate images and enhance their competitiveness.

Learning Objectives/Outcomes

- ✓ To understand & explain the concept of 5S
- ✓ To develop plans in the implementation of 5S activities in their workplace
- ✓ To play an active role as an self-empowered 5S personnel

100% SBL claimable

Normal Fee: RM400 per participant

Register by 04 Sept 2014, or Group of 2 or 3 Participants: **10% Discount**
Group of 4 or 5: **15% Discount**

Certificate of participation will be awarded upon completion of the program

Program Outline

Introduction and Overview

- The history and 5S concept
- Basic Vocabulary for 5S
- The categories of workplace

The importance and impact of 5S

- To the organization
 - Linkage to the 7 Wastes

- Fundamental towards TQM
- To individual
- Other stakeholders

Putting 5S To Work

- **Seiri**
 - Target of improvement
 - The implementation techniques and key point:
 - a) How to decide
 - b) Tagging
 - c) Red zone

- **Seiton**
 - The guidelines
 - The implementation techniques and key point:
 - a) Labeling
 - b) Archiving

- **Seiso**
 - The guidelines
 - The analysis using 5W1H
 - The 3 levels: Macro, Individual and Micro

- The 5S Schedule
- The 5 Minutes Magic

- **Seiketsu**
 - The Standard
 - The implementation techniques and key point:
 - a) Visual Management

- **Shitsuke**
 - The communication process
 - Kaizen

The Trainer

Ms Kok Hui Ching (Cheri Ho), a corporate trainer who has been in the field for past 10 years and she has enjoyed every minute of it. Helping others effectively achieve their personal and career life goals is her true passion in life. Holding the principles of "life long learning", she devoted her time in reading, learning and sharing with others. As an ICSA graduate she ventured into various industries such as direct marketing, training & education and manufacturing. With the courage to explore and being a change agent, she obtained vast experience in areas such as sales and marketing, production planning and control, manufacturing, QMS, auditing, training and development, human resource management, continuous improvement and cost reduction projects (such as SMWT, Material salvaging, Operator Competency Rewarding System, etc) even in strategic planning activities. Cheri has been actively involved in the training activities upon her certification as a trainer since 2000. She has also completed the Certified Training Professional Program (ASTD). She has been designing and conducting operative training, supervisory training, basic computer training, Train The Trainers program, teambuilding, management skills and many more. Her most performing experience was during her service as a section head for the training and development department to oversee the operative training and career development program for approximately 2,000 workers in her previous company. With her friendly, cheerful and pro-active characteristic had made her every training session a wonderful learning adventure with remarkable results.

For Registration Form, Contact Miss Ng or download from www.XcelLearn.com

Customised In-house training also available.

04 – 643 4016

cschong@xcellearn.com

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"Excel in Learning for Superb People and Organisation Performance"

Reply To: **XcelLearn Resources**

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REGISTRATION FORM

	Name of Participant(s)	I/C No	Designation	Vegetarian(✓)
1.				
2.				
3.				
4.				
5.				

Company Name _____

Company Address _____

Contact Person _____

Designation _____

Tel _____

Fax _____

Email _____

Nature of Business _____

Enclosed is the Cheque (No: _____) of RM _____, crossed and made payable to **XcelLearn Resources (Public Bank Bhd A/C No: 3-1348468-09)**.

Do you need us to assist you on the booking of hotel accommodation? Yes

No

If yes, please specify:

Check-in Date _____

Check-Out Date _____

* The hotel accommodation is subject to availability. Please re-confirm with the coordinator before the training and make payment directly to the hotel on the training day.

Terms & Conditions

1. The above registration fee is 100% claimable under SBL scheme. Please apply to PSMB for approval before the commencement of the program.
2. The fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch) at the hotel.
3. If notice of withdrawal is given in writing before the confirmation of your registration, no fee is charged. No cancellation is allowed once confirmation letter is forwarded to you. If the registered participant is unable to attend, a substitute is allowed. No refund if participant does not turn up or being substituted on the training day.
4. Cheque should be crossed & made payable to **XcelLearn Resources 1 WEEK BEFORE** training.
5. **XcelLearn Resources** has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

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