



**UNIVERSITI KUALA LUMPUR**  
MALAYSIAN SPANISH INSTITUTE

(The contents and other related details in this form is used for publication purpose only. Training module will be given to participants upon registration)

<b>Course Title: 5S PRACTICES IN WORKPLACE</b>		<b>Course Code</b> :	<b>QA 109</b>
<b><u>Course Background/Summary:</u></b>  5S is a concept of quality environment practices which could be suitably applied by workers in all types of work area and organizations. It requires only a minimal capital investment to create a more conducive, clean and tidy work environment. A successful 5S practices program will contribute to a change in work culture and eventually increasing company's productivity and quality. The main intention of this course is to inculcate the importance of 5S practices concept towards developing a positive attitude and discipline of workers in the work environment.			
<b><u>Course Objectives:</u></b> <ul style="list-style-type: none"><li>• Describe the principles of 5S practices;</li><li>• Develop team work spirit among workers in order to achieve company's goals through 5S practices;</li><li>• Encourage the ideas on how to implement 5S practices at workplace accordingly.</li></ul>			
<b><u>Target Audience:</u></b> <ul style="list-style-type: none"><li>• All levels of employees in any organizations.</li></ul>			
<b>Course Duration</b> :		<b>2 days</b>	
<b>Course Contents</b> :			
<b>No</b>	<b>TOPICS</b>		
1	Overview on 5S Program		
2	The Concept of Productivity and Quality		
3	The Focus of Kaizen and Lean Manufacturing		
4	The Principles of 5S Practices		

UniKL MSI can also customize existing short courses and develop new courses to meet your personal training needs and requirements. The course duration serves as a guideline for your reference.

Please forward enquiries to Centre for Advancement & Continuing Education (ACE), University Kuala Lumpur (Malaysian Spanish Institute), Kulim Hi-Tech Park, 09000 Kulim, Kedah or via fax to:04-4032539 or email to [syazrah@unikl.edu.my](mailto:syazrah@unikl.edu.my) or call 04-4035199 / 200 (ext:112 / 185)



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5	5S Practices Application Techniques
6	Group Practical Exercise 1:  Developing a Teamwork Spirit  Group Practical Exercise 2:  5S Makeover  Group Practical Exercise 3: 5S Best Practices at Gemba  Individual Exercise 1 & 2
<b>COURSE STRUCTURE:</b>	
Practical :	40%
Theory :	60%

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