

## "5S Japanese System of Good House Keeping & Its Implementation"

### COURSE OVERVIEW

National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan organizing One Day NPO Training Program on "5S Japanese System of Good House Keeping and its Implementation" venue Regional office Karachi.

"5S" is a structured program to systematically achieve total organization cleanliness, and standardization in the workplace. A well-organized workplace results in a safer, more efficient and more productive operation. It boosts the morale of the workers, promoting a sense of pride in their work and ownership of their responsibilities. "5S" was invented in Japan, and stands for five (5) Japanese words that starts with the letter 'S'. 5S is a methodology that focuses on creating workplace organization and standard work.

### OBJECTIVES

Improve housekeeping level of the Company by introducing 5S (Japanese system) for putting the house in order facilitating company's process improvements and making workplaces attractive where employees enjoy higher working efficiency.

### WHO SHOULD ATTEND THIS COURSE?

This Course is designed for Departmental heads. Managers of all functions, executive of all functions and quality assurance functions

### COURSE CONTENTS

- Definition of 5s
- Explanation of five steps of Japanese System
- Application of each step in the offices and the factories with the examples
- Guidelines on 5S implementation in the company
- Auditing of 5s System for its maintenance
- Practicing of audit activity using specific checklist for each step
- Preparation of Audit Report for corrective actions
- Evaluation of housekeeping level on basis of audit result

### COURSE LEADER/ TRAINER

Trainer is basically an Automobile Engineer who has undergone various Business Management Courses and has had several advanced Trainings on Maintenance and Quality Management from Japan, he has a professional career in Automobile industry and has worked with Multinational Joint Venture project "Hinopak Motors Limited" as a General Manager, he has over 38 years experience of working very closely with Japanese experts in the field of Maintenance and Quality Management and has played a key role in establishing the modern Quality Management Systems at Hinopak. He is also qualified an Auditor / Lead Assessor from BSI (British Standard Institute)

### Training Methodology:

- Lectures, Group Discussions and Exercises.

### Venue:

- NPO Karachi, 45-A, Sachal Village DOW University & Hospital Road, near PCSIR Lab. Karachi

### Training Date:

- 25<sup>th</sup> September 2018

### Time:

- 9:30 am to 4:30 pm

### Last Date of Registration

- 24<sup>th</sup> September 2018

### Course Fee

- Rs.6000 /- per participant (Include course materials, Certificate, Lunch & Tea)

### Mode of Payment:

- Cash/ Cheque in the favour of "National Productivity Organization"

### For Registration, Please Contact with

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