



## **5s and Visual Management Workshop For Produce Companies**

### **Objective:**

Acquire knowledge of 5S+1 methodology and Visual Administration. Apply knowledge to present Work Environment in order to obtain: • A Safe, Effective, Clean and Orderly Workplace. • Improve Productivity, Service Level, and Quality in tasks and/or processes. • Improve Ownership, Empowerment and Accountability in all levels of organization. • Facilitate communication and comply with organization Standards and achieve organization's Goals.

### **Course Topics:**

**Kaizen Philosophy** (The Continuous Improvement Fundamentals).

- Waste vs. Value Added.
- Learning to observe (Window of Value)
- Site "Gemba Walk" to assess and capture 5'S & Visual Administration Current Condition (notes and photos).
- Common error messages

### **5S Classroom training:**

- What is 5S+1?
- What are the benefits of 5S+1?
- Knowing the 5S+1: Sort, Straighten, Shine, Standardize, Sustain +Safety.

- Five levels of Sort.
- Five levels of Straighten.
- Five levels of Shine.
- Five levels of Standardize.
- Five levels of Sustain.
- Five levels of Safety.
- Determine site's 5S+1 (Current Condition Levels).

### **Visual Administration Classroom Training.**

- What is Visual Administration?
- What are the benefits of Visual Administration?
- Five levels of Visual Administration.
- Determine site's Visual Administration (Current Condition Levels).
- Define activities the team has to perform as an improvement project to accomplish before next week's training.
- Site "Gemba Walk" to assess and capture 5S+1 & Visual Administration Improved Condition (notes and photos).
- Classroom activity.
- Determine site's 5S+1/Visual Administration (Current Condition Levels).
- How to design a 5S+1/Visual Administration, implementation plan (Including periodic audits with results communications).
- Measuring improvements (Key Process Indicators).
- Close Workshop.

### **Duration:**

6 hours

### **Date:**

From November 22nd to  
November 23rd of 2019

### **Schedule:**

Friday from 3:00 p.m. to 9:00 p.m. and Saturday from 8:00 a.m.  
to 2:00 p.m.

### **Location:**

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Nogales, Arizona.

## Sign Up Process:

- Click the link below and fill out the form

[www.zigmaconsulting.com/programs/426/sign-up](http://www.zigmaconsulting.com/programs/426/sign-up)

- It is important to make your payment on time and provide your complete fiscal data. Your invoice will be generated in the first 7 business days after the date your payment is made. Your registration process will be confirmed once we receive via email your proof of payment. ([cvaldes@zigmaconsulting.com](mailto:cvaldes@zigmaconsulting.com))

## Forms of Payment:

**Bank transfers** or **check deposit** using the following data:

- **Name:** Brenda Sofía Chávez Mézquita, (Partner, Zigma Consulting)
- **Bank:** Banorte
- **Account Number:** 0685766565
- **Interbank CLABE:** 072 760 00685766565 6

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