

*Gestaltix Pty Ltd* draws on greater than 12 years of hands-on experience in helping organisations in a variety of industries to implement all levels of business improvement strategies and tools. During that time, we have perfected unique and practical approaches that get visible, measurable results.

At Gestaltix, we know that the key to lasting, truly continuous improvement is to give you a way to tap the expertise of your people – the people who are involved in doing the work.

So, we have packaged our proven know-how, materials and workplace visual tools into fantastic kits and courses that make it easy for managers and trainers to implement programs that produce improvements based on ideas and solutions introduced by your own employees.

- Gestaltix improvement kits give you the control to improve your own business by developing and engaging work teams to implement effective work-practice changes, sustained by best practice management systems.
- Gestaltix courses provide the mind-set shift to ‘thinking process’; directly building practical skills and capabilities in process improvement which can be applied to all aspects of work.

## Create order in the workplace using 5-S!

One of the simplest things businesses can do when starting a continuous improvement program is to begin by involving staff in organising the work areas, including the office and the shop floor. Many tangible benefits can be quickly achieved including: significant reductions in safety trip and fall incidents through better practices in housekeeping & storage, improved customer experience through reorganised and more efficient workspace layouts, increased space and storage through removal of redundant furniture and equipment, and significant reductions in the time staff spend searching for misplaced or lost items through orderly storage of documents and trading stock etc.

Best practice to help establish and sustain order in a work area is to adopt the use of visual cues, a strategy known as the Visual Workplace. The Toyota Motor Company developed and perfected a team approach to this, known as 5-S, for establishing and maintaining an orderly workplace. 5-S stands for Sort, Store, Shine, Standardise, Sustain. The 5-S toolset is part of the Toyota Production System, also more generally known as ‘lean’, which is widely used across sectors ranging from manufacturing to health care, and from military to financial institutions.

*Create Order* is the first of the three courses in the *Gestaltix Improvement 123*<sup>®</sup> program, available as a facilitator kit providing all the course materials required to conduct team training and the tools needed to implement; alternatively it is offered as a focused, one day facilitator-lead team workshop event.

- The **Create Order kit** coursework provides a 2-hour interactive, learn-by-doing group training session using Lego<sup>®</sup> simulation, workplace examples and go-see activity for participants to immediately understand how to apply the 5-S tool to their workplace. Teams are introduced to the 5-S methodology, and provided with practical techniques to organise a workplace using the lean 5-S approach. The course provides a foundation for continuous improvement in any workplace through the systematic application of 5-S practices according to suggestions and actions made by the people who do the work. See more information about the kit [here](#).
- The **Create Order Workshop** is a 1 day facilitator-lead **Kaizen** improvement event (Japanese for ‘change for the better’) engaging teams in the Create Order coursework and then immediately planning and implementing 5-S in the teams’ specific work area. Delivery as an improvement event rapidly engages and delivers results with the team, whilst also embedding the tools and behaviours to sustain the new way of thinking and working. Find more information about the workshop [here](#), or [contact Gestaltix Pty Ltd](#) to find out more.

## Create Order coursework outline:

The *Create Order kit* supplies the resources needed to conduct team training in 5-S and tools to implement, including: comprehensive 48-page facilitator guide, PowerPoint 5-S training slides, team t-shirt folding 'ice-breaker' activity, classroom handout activities, Lego® simulation activity kit, and workplace implementation tools: red tags, 5-S audit cards, and either a *Visual Standard Board* -to define workplace housekeeping standards or a *Visual Team-Work Board* – to plan and manage housekeeping tasks. The coursework covers the implementation structure for each step of 5-S as follows:

### 5-S Purpose

Understand why an organised, orderly workplace is so important and how the 5-S approach will help organise a work area for benefits such as

- a reduction in wasted time and effort and workplace frustration
- improved productivity
- better safety
- improved workforce engagement

### 5-S Program Steps

- Learn the structure and detail of each 5-S step (Sort, Store, Shine, Standardise, Sustain), and understand the purpose behind using this approach to create order in a workplace.
- Develop skills in using the 5-S techniques through class room activities and a learn-by-doing Lego® simulation.

### 5-S Implementation

- Follow a structured implementation format and share in many practical workplace tips and techniques to start using 5-S right away with teams in their work areas.
- Conduct a workplace 'go-see' activity and develop a plan to commence 5-S practices and establish the 'way we work' within teams.

## Create Order course outcomes:

- Understand the immediate personal and team benefits derived from systematically organising the work area.
- Learn the 5-S method, providing a simple structured approach to creating order in a workplace and sustaining it within the teams' work.
- Learn the techniques to commence implementation of 5-S to improve the workplace.
- Knowledge of the team approach to Continuous Improvement in the workplace.

## Who should participate:

The Create Order course is of benefit to organisations in either services or processing environments and is ideally suited to candidates from any function and at any level, including change agents, front line staff, operational and functional leaders and professional staff. The course requires no prerequisite knowledge, and would also suit those who are looking for an introduction to lean tools used in the workplace.