



6S

TRAINING & Improvement Workshop

WHAT IS 6S?

<p>SAFETY See and fix unsafe conditions</p>	<p>SORT & SCRAP Categorise and eliminate what is not needed</p>	<p>STRAIGHTEN A place for everything and everything in its place (<i>Organise</i>)</p>
<p>SHINE & SERVICE Clean up, service equipment; see & solve problems</p>	<p>STANDARDISE Determine who, what, where, when and how</p>	<p>SUSTAIN Maintain and keep up improvement; requires self-discipline</p>



WORKSHOP OBJECTIVES

To equip participants from Community Care organisations with basic knowledge in **lean methodology, workplace organisation and visual management**.

LEARNING OUTCOMES



Understand and successfully implement each element of 6S at identified areas



Develop and sustain standards for an organised workplace environment



Organise the workplace to support workflow and improve management of stocks and inventory

WHO SHOULD ATTEND?

Organisations and individuals who are keen to explore 6S as a system to achieve better workplace organisation, reduce cost, have a better working environment and increase staff morale.

PROGRAMME OVERVIEW

PART 1

🕒 1 hour

Learn to use the 6S Assessment Checklist and apply at selected 6S improvement areas at the workplace



PART 2

🕒 3.5 hours

Learn basic lean methodology and apply 6S



PART 3

🕒 3.5 hours

Review 6S Implementation Plan for selected 6S areas with facilitators

🕒 Duration of workshop: 8 hours

🕒 Duration of project implementation: Estimated 30 hours (over 12 months)

Training will be conducted by AIC facilitators. SNB points will be given.

Participation agreement is required from organisations for joint efforts to improve patient safety, quality of clinical care and efficiency of processes.

WORKSHOP DATES*

3rd Run

Part 1: 01 Sept 2021
Part 2: 14 Sept 2021
Part 3: 27 Sept 2021

4th Run

Part 1: 26 Oct 2021
Part 2: 09 Nov 2021
Part 3: 19 Nov 2021

5th Run

Part 1: 05 Jan 2022
Part 2: 19 Jan 2022
Part 3: 28 Jan 2022

Sessions are conducted online

For registration and enquiries, email quality@aic.sg

*The workshop delivery modes and/or dates are subject to changes due to evolving COVID-19 circumstances.

6S IMPLEMENTATION

BEFORE AND AFTER

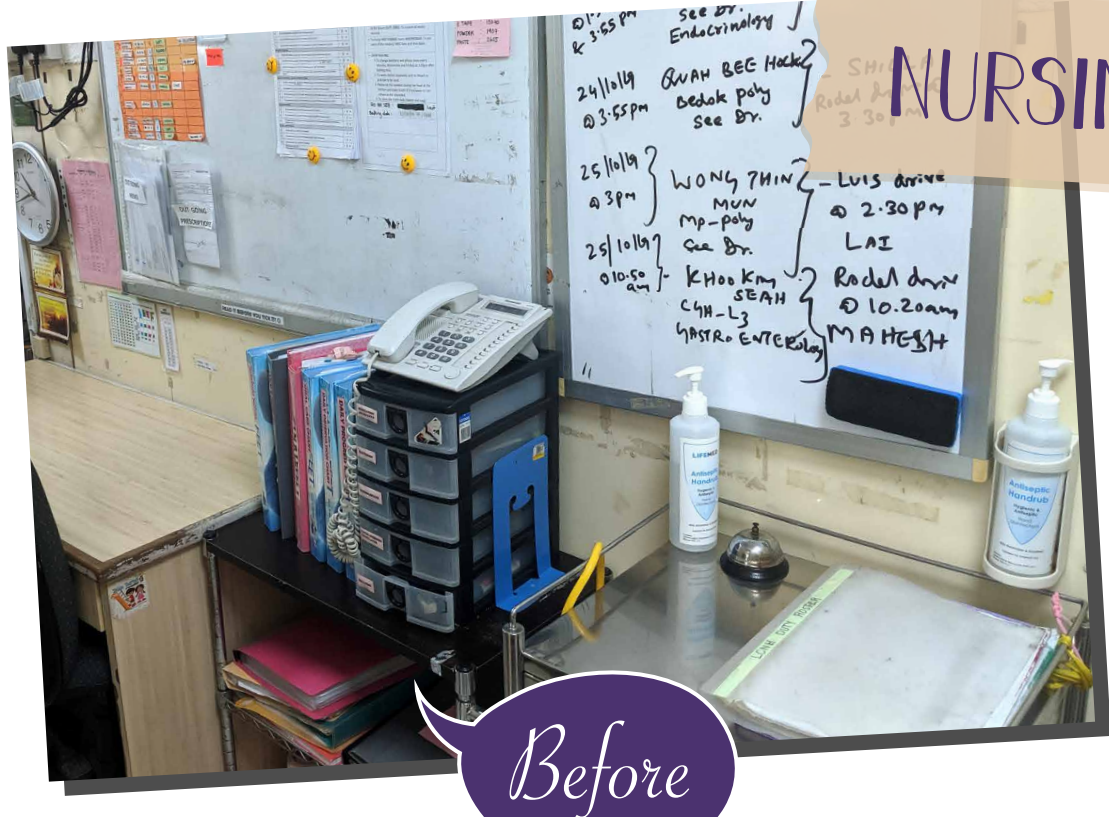


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