

QUALITY & OPERATIONAL EXCELLENCE | COURSE BROCHURE

5S Workplace Organisation

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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https://smarthorizon.uk



Course content

Why attend

5S creates organised, clean and safe workplaces where problems become visible. This practical course covers sort, set in order, shine, standardise and sustain, with red tagging, shadow boards, labelling, cleaning as inspection, 5S standards, audits and applying 5S in offices and digital workspaces.

A well-organised workplace saves time and reduces errors every day. You will learn to implement 5S that lasts.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Hands-on 5S exercises, before-and-after photo projects, audit practice and case studies.

Course objectives

By the end of this course, participants will be able to:

- Explain the purpose and steps of 5S
- Sort and red-tag unnecessary items
- Set in order with visual storage
- Use cleaning as inspection
- Create 5S standards and audits
- Sustain 5S in operations and offices

Target audience

This course is suitable for:

- Team leaders and supervisors
- Production and warehouse staff
- Office managers
- Continuous improvement champions
- Facility staff



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Target competencies

Participants will develop competencies in:

- Workplace organisation
- Visual management
- Standardisation
- Auditing
- Sustainment

Course outline

Day 1: 5S Introduction

09:00–10:08	Purpose and benefits
10:08–11:00	Five steps
11:00–11:30	**Coffee break**
11:30–11:45	Five steps (continued)
11:45–12:53	Examples
12:53–14:00	Exercise

Day 2: Sort and Set in Order

09:00–10:08	Red tagging
10:08–11:00	Visual storage
11:00–11:30	**Coffee break**
11:30–11:45	Visual storage (continued)
11:45–12:53	Shadow boards
12:53–14:00	Practice

Day 3: Shine

09:00–10:08	Cleaning as inspection
10:08–11:00	Sources of dirt
11:00–11:30	**Coffee break**



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11:30–11:45	Sources of dirt (continued)
11:45–12:53	Responsibilities
12:53–14:00	Exercise

Day 4: Standardise

09:00–10:08	5S standards
10:08–11:00	Labelling
11:00–11:30	**Coffee break**
11:30–11:45	Labelling (continued)
11:45–12:53	Office and digital 5S
12:53–14:00	Workshop

Day 5: Sustain

09:00–10:08	5S audits
10:08–11:00	Leadership role
11:00–11:30	**Coffee break**
11:30–11:45	Leadership role (continued)
11:45–12:53	Recognition
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,450.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Barcelona Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,840.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Amsterdam Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,540.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Vienna Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,940.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Frankfurt Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,650.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Rome Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	10 May 2027	14 May 2027	**£1,890.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	31 May 2027	4 Jun 2027	**£2,940.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**£3,150.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Rome Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,450.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Dubai Confirmed dates	2 Aug 2027	6 Aug 2027	**£3,150.–**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.–**
Barcelona Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,840.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Dubai Confirmed dates	27 Sept 2027	1 Oct 2027	**£3,150.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Istanbul Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,650.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,890.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,860.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online