

Lean Office in practice



# 5S in Virtual Office

Workshop  
Improving Efficiency



<https://www.lean4u.net/trainings>

# Applying 5S in a Virtual environment

## Online Workshop

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## Who it is for

For all those who recognize the importance of creating and continuing to improve one's work habits and become as efficient as possible.

## What it is about

*Laying a solid foundation for continuous improvement.*

It's about building a solid foundation for continuous improvement by implementing 5S for a well-organized and productive workplace.

5S techniques provide the "building blocks" for organizations to build a disciplined workforce and a well-organized and visual workplace that is productive and safe for work.

An effective 5S system improves productivity by eliminating waste. It improves efficiency by eliminating waste of movement such as searching for tools, materials or information. 5S also improves quality by eliminating defects and preventing errors from occurring.

Likewise, 5S focuses on establishing a quality environment in the organization, ensuring compliance with standards and in the process, fostering the spirit of continuous improvement.

5S are simple techniques that make a significant contribution to improving internal efficiencies, operational effectiveness and boosting on-time delivery performance to create value for customers ...

## Program Overview

- **Introduction**

5S is all about making your workplace more efficient by eliminating all unnecessary clutter, ergonomically and safely positioning remaining items, and continually maintaining and improving these changes. In this workshop, we will see how to translate it in a direct and practical way through a case of organizing files for a virtual team.

- **Learning Objective**

*Learning by doing:*

Through the practice of a virtual office case, the purpose of this interactive workshop is to understand the 5S concept and its benefits, as well as to acquire the 5S fundamentals to inspire you and (even better) start applying them in your own physical or virtual environment.

- **Content**

In this workshop, the following topics will be covered:

- ✓ Welcome
- ✓ What does the workshop consist of
- ✓ Introductions of the presenters and participants
- ✓ 5S Ice Breaker
- ✓ Let's begin!
- ✓ 5S ... A little of theory
- ✓ Conclusion

- **Duration**

This workshop lasts approximately 1.5 hours. An online collaboration platform will be used to recreate a virtual office environment.

- **Number of participants**

Our goal is to facilitate a quality workshop in terms of active participation, as well as dedicate our full attention to each of the participants. This is the reason why we limit to 6 the number of participants.

## What is unique about this program?

The tools, the focus and the active collaboration in an online environment.

- ✓ The **tools** used in this workshop help facilitating the creation and communicating process.
- ✓ The **focus** of this workshop is the active participation of each participant through examples from real organizations, including their own.
- ✓ The use of **innovative technology** helps bringing all participants together into a collaborative effort towards the same goal.

## And finally... A present!

As a token of our appreciation, each participant will receive our eBook "Applying 5S in a virtual environment" (worth € 31 in our [shop online](#)).

## About BeLiveLean and Lean4U

- **Who we are**

Both in Spanish and English, all webinars and written material under the form of ebooks are co-created by María Albertina Fontana, founder of BeLiveLean and Florence Meunier, founder of Lean4U.



**María Albertina** is an industrial engineer and a professional Ontological Coach. She has 20+ years of experience in training, facilitation and implementation of processes and improvements in companies of various categories and sizes.

She is passionate about Lean Philosophy, and an expert in leading multicultural and multifunctional teams. She is the founder of her own consultancy [BeLiveLean](#).



**Florence** is an industrial chemical engineer with 26+ years of experience in different multinationals, sectors and roles in EMEA. She is a Senior Consultant, a Business and Sport Coach.

She is passionate about Digital Transformation, Lean Office, Management and Strategy, and the author of several eBooks and articles. She is the founder of her own consultancy [Lean4U.net](#).

- **What we do**

Proposing Lean Office and Leadership-oriented communication training programs, we act as a catalyst to help you accelerating your professional skills and abilities to face the future of work.

## Contact Us

Do you need any help and/or guidance in your continuous improvement journey? Don't hesitate to contact us at:



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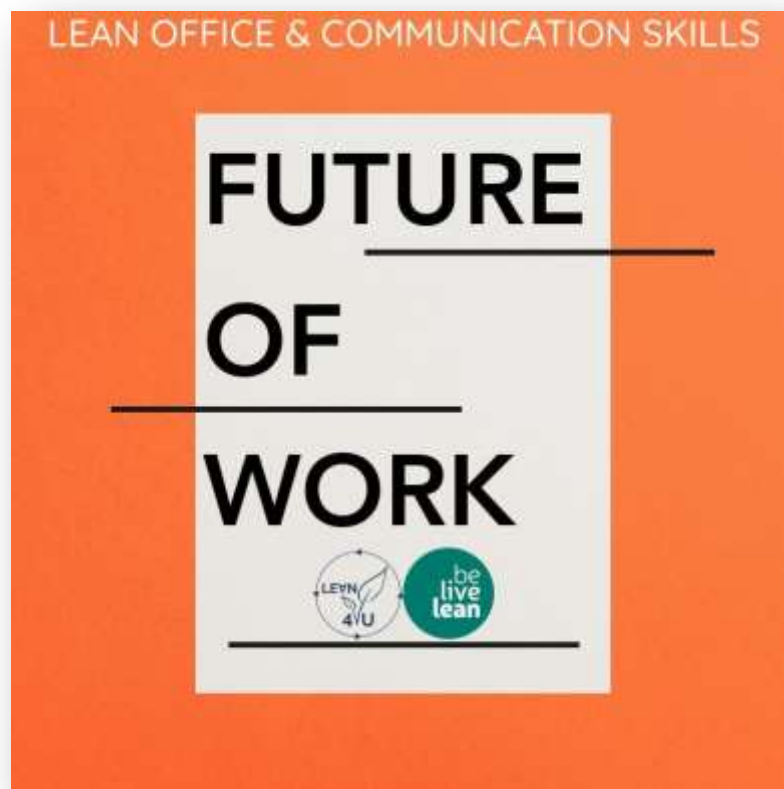
## Join our community in LinkedIn!

*Catalysing the skills of the future*

We act as a catalyser to help you accelerating your professional skills and abilities to face the future of work.

You can find our group here: <https://www.linkedin.com/groups/13556309/>

This group aims at creating a community dedicated to professional soft skills through experience and material sharing with the ultimate goal of keeping up with business disruption.



See you soon!

