



FMM INSTITUTE PENANG
CENTRE FOR PROFESSIONAL
DEVELOPMENT



5S Housekeeping for Workplace Excellence

1-Day Workshop



28 January 2026 (9.00am - 5.00pm)



FMM Institute Penang, Seberang Jaya



INTRODUCTION

5S is a foundational methodology for organizing, cleaning, and standardizing the workplace to improve efficiency, safety, and morale. Originating from Japanese manufacturing, it is now applied globally across all sectors—from offices and hospitals to factories and labs. This intensive one-day workshop provides a practical, hands-on introduction to the five pillars of 5S, empowering participants to begin their own journey towards a visual, clutter-free, and high-performance work environment.

OBJECTIVES

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

- Explain the purpose, benefits, and core principles of each of the 5S pillars.
- Apply the Red Tag technique (Seiri) to eliminate unnecessary items from a workspace.
- Design a basic visual management system (Seiton) for tools, materials, and information.
- Develop a simple cleaning schedule and inspection standard (Seiso & Seiketsu) for a defined area.
- Create a personal action plan to implement and sustain 5S practices in their own work area.

TARGET GROUP

All employees, team leaders, supervisors, and managers seeking to improve their work environment.



Training Provider ID: 475427W_PENANG
Closing Date: 26 January 2026

COURSE OUTLINE

1. SEIRI (Sort):

- The cost of clutter (time, space, safety, money).
- The Red Tag Process: Identify, tag, remove, dispose.
- Practical exercise: Red-tagging a sample area (images or real demo).

2. SEITON (Set in Order):

- Principles of effective storage: frequency-of-use, ergonomics.
- Visual workplace techniques: floor marking, label systems, shadow boards.
- Group activity: Designing a "Set in Order" layout for a toolbox or station.

3. SEISO (Shine):

- Cleaning = Inspection. Identifying root causes of dirt & disarray.
- Developing cleaning schedules and responsibility maps.
- Case study: How a "Shine" campaign uncovered maintenance issues.

4. SEIKETSU (Standardize):

- Creating visual standards and work instructions.
- Implementing daily 5S checklists and role assignments.
- Workshop: Drafting a 5S checklist for a common area.

5. SHITSUKE (Sustain):

- The role of leadership and accountability.
- Designing a simple audit system with scoring.
- Strategies for maintaining momentum: recognition, continuous improvement.

Trainer's Profile



Ahmad Fauzi is presently a freelance trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from UPM, an MBA from USM as well as Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from language teacher (Bahasa & English), Sales, Human Resources, Training & Development, Business Development and Customer Accounts Management

While working for these Organisations, he has trained many staffs on topics such as Performance Appraisal, Supervisory/ Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness.

He began his teaching career as a part-time lecturer at UiTM, Shah Alam. During his career with various manufacturing operations, he also trained technicians and engineers on Quality, Productivity and Problem Solving through Root Cause Analysis. He also trained staffs from various organisations including SHELL, PETRONAS, TELEKOM Malaysia, Bank Negara, DELL, Nestle, SONY, Matsushita, Honda, SIRIM, Samsung, Indah Water Konsortium (IWK), Bank Negara as well as the Securities Commission.

Course participants have found his participative, interactive delivery and approach to instruction, very interesting and effective. This has been reflective in every end-of-course evaluation.

REGISTRATION FORM

PROGRAM TITLE: 5S HOUSEKEEPING FOR WORKPLACE EXCELLENCE

DATE: 28 JANUARY 2026

TIME: 9.00AM - 5.00PM

VENUE: FMM INSTITUTE PENANG

Dear Sir/Madam,

Please register the following participant for the above programme:

1. Name : _____

Designation : _____

I/C. No.: _____

Email: _____

Tel : _____

2. Name : _____

Designation : _____

I/C. No.: _____

Email: _____

Tel : _____

3. Name : _____

Designation : _____

I/C. No.: _____

Email: _____

Tel : _____

Fees:

Member - **RM540.00 per pax**
(inclusive 8% SST)

Non- Member - **RM648.00 per pax**
(inclusive 8% SST)

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRDC Claimable Course** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

We will NOT BE CLAIMING under SBL-Khas Scheme. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 507406504556**

Payment can also be banked in at Maybank

[FMM Institute: 507406504556]

#Kindly scan and mail us the bank slip after payment

Submitted by :

Name: _____

Designation: _____

Company: _____

Address: _____

Tel : _____

Fax: _____

Email: _____

Membership No. : _____

Training Grant No: _____

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes.