

# Practical 6S and Visual Workplace Technique



RM550 ~ Hotel Singgahsana, Petaling Jaya

## Course Objectives

- To understand one of the way to enhance corporate image i.e. 6S.
- To understand how to establish a safe and clean working environment.
- To understand the approach of highly efficient and effective workplace.
- To understand how to set up a foundation for Lean activities.

## Course Timetable

<b>Time</b>	<b>Subject</b>
0900 Hrs	Introduction of Participants, Course Outline, Course Requirements <ul style="list-style-type: none"><li>○ Interpretation of Productivity</li><li>○ Types of Workplace</li></ul>
0945 Hrs	Chapter 1: Introduction of Workplace Productivity
1030 Hrs	<i>Break</i>
1045 Hrs	Chapter 2: Introduction of 6S <ul style="list-style-type: none"><li>○ What is 6S</li><li>○ Aims of 6S</li><li>○ Benefits of 6S</li><li>○ 6S Committee</li></ul>
1230 Hrs	<i>Lunch</i>
1330 Hrs	Chapter 3: Explanation & Implementation of 6S (with Games / Exercises) <ul style="list-style-type: none"><li>○ <b>SEIRI</b> <i>To remove all items those are not required in the near future</i></li><li>○ <b>SEITON</b> <i>To put frequently use items in easily accessible places</i></li><li>○ <b>SEISO</b> <i>To keep things clean and ready to go</i></li><li>○ <b>SEIKETSU</b> <i>To create standards for each area</i></li><li>○ <b>SHITSUKE</b> <i>To ensure the improvement activities are on going</i></li><li>○ <b>SAFETY</b> <i>To eliminate hazards and building safety environment</i></li></ul>
1515 Hrs	<i>Break</i>
1530 Hrs	Chapter 3: Explanation & Implementation of 6S (Continue...)
1600 Hrs	6S Workshop
1645 Hrs	6S Workshop Presentation & Discussion
1730 Hrs	<i>End of Course</i>

## For Whom

Department Heads, Executives, Supervisors, Line Leader, Technicians, Operators, Clerks

# Practical 6S and Visual Workplace Technique



## RM550 ~ Hotel Singgahsana, Petaling Jaya

### Location Map



---

#### Date

10 January 2012

5 April 2012

#### Time

9.00 am – 5.00 pm

#### Hotel Singgahsana Petaling Jaya

Persiaran Barat Off Jalan Sultan

46760 Petaling Jaya

Selangor Darul Ehsan

Tel : 03-7956 2100

Fax : 03-7954 2041

---

#### Course Fee

**RM 550 per person**

*Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion*

---

#### Early Bird and Group Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM500.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

---

# Practical 6S and Visual Workplace Technique



## RM550 ~ Hotel Singgahsana, Petaling Jaya

### REGISTRATION FORM *Please (/) your preferred date*

10 January 2012

5 April 2012

#### Billing Details

Company Name : \_\_\_\_\_

Contact Person (Mr / Mrs / Ms) : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp:

Authorised Signature :

### PARTICIPANT(S) DETAILS

#### **Participant 1**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### **Participant 2**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### **Participant 3**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### Method of Payment

Kindly select the method of payment on the following:

( ) Pay the 1 week before the training

( ) By bank transaction

( ) By courier / by post

( ) Pay during the training

Bank Draft/Cheque No

RM

( ) HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this brochure, together with the programme agenda and speaker's profile which we will provide to you upon request once you have registered.

### ADMINISTRATIVE DETAILS

#### CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom  
Tel: 03-6241 5211 / 016-226 4799 /  
012-278 666  
Fax: 03-6259 5455  
Email: yylee@cammgnt.com /  
admin@cammgnt.com

#### ADDRESS

**CAMBRIDGE MANAGEMENT SDN BHD**  
No. 33-3A-1 Jalan Metro Perdana Barat 1,  
Taman Usahawan Kepong Utara, 52100  
Kuala Lumpur

#### COURSE FEE

Normal fee – RM550  
Group Discount – 5% (3 or more participants  
from the same company)

#### REGISTRATION

Complete the Registration Form  
and fax or email for reservation. All  
registrations will be confirmed **ONE WEEK**  
before the commencement of the course.

#### PAYMENT

Payment of fee must be made **PRIOR** to  
commencement of the programme.

Crossed cheques should be made payable to  
“**CAMBRIDGE MANAGEMENT SDN  
BHD**” or bank-in payment to **Maybank  
Account No. 5-12389-117631**.

Please fax the bank-in slip with your  
company's name to 603-6259 5455 as proof  
of payment.

#### CANCELLATION

Once a registration is confirmed, no  
cancellation will be allowed. If the registered  
delegate is unable to attend, a substitute is  
allowed and please inform us in writing via fax  
or email. Confirmed delegate who failed to  
attend and last minute cancellation is liable for  
the entire fee of the training.

#### CONFIRMATION

You will receive an invoice indicating course  
fee and seminar date. Check it for accuracy.

#### DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the  
right to change the speaker, date and to  
cancel the programme should circumstances  
beyond the company control arise. CAMBRIDGE MANAGEMENT also reserves  
the right to make alternative arrangements  
without prior notice should it be necessary to  
do so.

**“ALL TRAININGS ARE 100%  
HRDF CLAIMABLE UNDER  
SBL SCHEME”**