



7S of Good Housekeeping

Description:

- It is the most basic and fundamental approach for productivity and quality improvement in all types of business.
- The general concept of the 7S is intended to optimize the physical workspace for efficiency and effectiveness by identifying and storing the items used, maintaining orderliness and cleanliness in the area and sustaining the new order to ensure safety of the workers in the most efficient manner.
- 7S of Good Housekeeping is an expanded version of 5S of Good Housekeeping:
 1. Sort
 2. Systematize
 3. Sweep
 4. Standardize
 5. Self-discipline
 6. Sustain
 7. Safety

Objective/s:

- Create awareness on basic concepts of 7S of good housekeeping
- Implement and apply the 7S program in the workplace

Course Outline:

- 7S concept
- How to do 7S
- Benefits
- Program installation

Methodology:

- Lecture/Discussion/Activity/Workshop

No. of Days:

- 1 day

Target Participants:

- Micro, small and medium enterprises

Expected Outcome/s:

- Better and cleaner workplace
- Improved safety and health (reduction in accidents, injuries)
- Improved productivity and quality