

Title: Standardise and '5S' Your Technical Workplace (Know what a standard is, learn about the '5S' method of organising your workplace and discuss the benefits of these principles with your peers.)	
Overview / Session Description	<p>This online workshop session will provide an opportunity to develop the technician's understanding of a standard – a process that is repetitive and unambiguously defined.</p> <p>We will see that having a standard approach to sorting the technical workplace and simply doing the basics right can quickly lead to world class performance.</p> <p>We will take a look at the principles of '5S' which relates to the practice of bringing order and efficiency to a workplace: "sort" "set in order" "shine" "standardise" "sustain".</p>
Audience	Technicians from the 8 MI partner institutions
Duration	<ul style="list-style-type: none"> 90 minute online virtual webinar session; A standalone session
Session details	Date: Wednesday 14 July 2021 Times: 10.00 - 11:30 (90 mins)
Session Aim(s) and Objectives	<ul style="list-style-type: none"> To learn what a standard is To learn about the '5S' principle: "sort" "set in order" "shine" "standardise" "sustain". To discuss a range of tools / strategies / approaches for making our workplace more organized and efficient To learn and apply new skills and share top tips Provide an opportunity to network (virtually) and have peer and inter-institutional support and learning.
Key Learning Outcomes	<ul style="list-style-type: none"> Increased knowledge of key concepts behind standardisation – the creation of a process that is repetitive and unambiguously defined. Development of skills and confidence to apply 5S principles and simply do the basics right – quickly leading to world class performance. Networking opportunity.
Structure of the session and key activities for participants	<ul style="list-style-type: none"> Input, information sessions. Groupwork / interactive activity / exercises using mini case studies, scenarios - working in smaller mixed groups. Share practice & peer learning opportunity using a coaching developmental approach.
Delivery mode	<p>Online / virtual session using Zoom</p> <p>A blended approach of input, information and content including group work enabling engagement, interaction and application to the workplace.</p>
Session requirements	<ul style="list-style-type: none"> Internet access required Computer with mic and camera <p>Attendees will need access to a computer/ laptop. (The zoom link will be sent prior to the session, therefore you are not required to download the relevant app.)</p>

Pre-work / post-work requirements	Pre-work: To read / prepare relevant materials, if applicable - will be no more than 30 mins pre-work. Post-work: Complete feedback form
How to book	Sign up to our training courses here
Course facilitator	Ed Bowerman
Related session	Not applicable.