

No. JP/eTraining/2020-21/11
09/10/2020

Dear Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its **Calendar of e-Training Programme 2020** and 2-days e-Training Programme on “**Workplace Organisation – 5S for Integrating to New Normal**” on **October 19-20, 2020 through Cisco Webex.**

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, **the interactive online training programme aims** at exposing the participants to the concepts, methodology and framework of Japanese industrial technique “**5S**” for efficient and safe workplace organization.

The training programme has been designed for all levels of officials from operations/administrations/management of public and private sector organizations as well as trainers/professors/lecturers from various disciplines.

The participation fee is Rs.3100/- + 18% GST (Rs. Three Thousand One Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)
Rs.2100/- + 18% GST (Rs. Two Thousand One Hundred Only + 18% GST) per participant for participants sponsored by MSMEs and Trade Unions.(offline payment only)

We are sure that you would take advantage of the programmes and nominate a few officials/trainers from your organization. The detailed brochures can be seen below or may also be accessed directly from the website: www.npcindia.gov.in In the “Webinar Announcements”

Kindly feel free to call us at **8826628448, 9414387196, 0141-2703573, 2702935**, or email us at jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in in case any clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Faithfully

Mukesh Singh
Director



NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
Online e-Training Programme
Workplace Organisation – 5S for Integrating to New Normal
October 19-20, 2020

INTRODUCTION

A workplace that is not organized and maintained systematically clouds the physical and intellectual assets with dirt. Hence, an orderly-clean well-managed workplace is indispensable need of a dynamic and spirited organization. Workplace organisation is done using 5S tool to reduce operational steps and improve the overall cleanliness of office/work area for making it safer and more productive in line with the changed working conditions Post COVID-19.

5S is also known as 5 pillared approach for a visual workplace. 5S, as a fundamental systemic approach, brings reforms in productivity, quality and safety practices at any workplace.

OBJECTIVES

The programme aims at developing competencies in the participants for

- Creating functional, safe and ergonomic workplace that contains the items and resources for immediate use for integrating to new normal
- Increasing productivity, efficiency, quality process reliability, order and cleanliness by ensuring that all the items and resources necessary for work are immediately available
- How quickly and easily process can respond to changing customer requirement, accurately and reliably with minimum resources?

CONTENTS

- Introduction to 5S: An Overview
- Seiri, Seiton, Seiso, Seiketsu and Shitsuke
- Techniques and Approach for Implementation in 5S
- Red Tag System, Visual Control and Management
- Storage, Record Keeping and Material Handling
- Guidelines for practicing 5S
- Review, Evaluation & Monitoring of 5S Implementation
- 5S Audit & Certification

PARTICIPANTS' PROFILE

All levels of executives/ managers/ officers/ Sr. level supporting staff from various functions of private and government sector including departments, industries (esp MSMEs and startups), public sector enterprises, educational institutions, banks, municipal corporations, boards, etc.

METHODOLOGY

The training sessions would be interactive in nature. The sessions will include conceptual deliberations, presentations, case studies, online quiz/ exercise through Cisco Webex platform. E-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed. Participants will be provided requisite technical support for connecting through the Cisco Webex platform.

FACULTY

Senior consultants from National Productivity Council and eminent experts from the domain would conduct the training sessions.

DATES

October 19-20, 2020

Day 1: October 19, 2020 from 14:00 hrs. to 17:00 hrs.

Day 2: October 20, 2020 from 14:00 hrs. to 17:00 hrs.

PARTICIPATION FEES

Rs.3100/- + 18% GST (Rs. Three Thousand One Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)

Rs.2100/- + 18% GST (Rs. Two Thousand One Hundred Only + 18% GST) per participant for participants sponsored by MSMEs and Trade Unions.(offline payment only)

The Cheque/DD/ECS should be drawn in favour of “**National Productivity Council**” payable at New Delhi.

ECS Detail: Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

Online: Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

ENQUIRIES

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no., along with DD/Cheque/ECS details towards participation fee should reach latest by 16th October 2020 to:

Programme Director

National Productivity Council, SB-96, JLN Marg, Bapu Nagar, Jaipur - 302017

Phone: 0141-2702935, 2703573, 8826628448, 9414387196

Email: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in

Web: www.npcindia.gov.in