

## Game 2: 5S

### Objective

In this game, one participant will use a deck of cards to better understand the benefits of implementing 5S for organizing the working places (Sorting, Set in Order, Shine, Standardize and Sustain). On hand of measurable results, the benefits of having an organized workplace are quantified and visible.

### Number of Participants

There is no maximum number of participants. Each participant needs to have one desk and one deck of playing cards.

### Needed Material

- One deck of cards for each participant
- One desk for each participant
- Tape
- Flipchart or paper to record the results

### Procedure

One or more participants are sitting at the desk with one deck of cards each. The trainer then explains that there we will execute a small simulation to visualize how a well-organized working place can significantly improve output.

## First Round (0S)

We will start at a complete mess.

Let the participant mix all the playing cards and spread them on the table in front of him. Some of the cards are facing up, some are facing down.



Picture 1 - Complete Mess

The task now is to sort only the single digit number cards in order and place them into the box.

The order the card is as follows:

**2, 3, 4, 5, 6, 7, 8, 9**

At the end, all the cards should be in this order placed in the box. The box should be closed and placed on the desk.

Write down the time it took to finish this task. Tip: Use a big flipchart or board to write the result form all the participants so they can have a little of a fun benchmark atmosphere. (See a template at the end of this instruction).

How did it feel? Was it easy? How about the level of stress? Is there any parallel to our factory? Have a short discussion to discover how the participants felt to work in this kind of environment.

## Second Round (1S)

Now we will **SORT** things out.

Take all the cards which remained on the desk. These cards are not needed and can be placed aside. Take the cards (from 2-9) out of the box and give them a good shuffle. Spread them on the desk. Mix them so well that some are facing up and others are facing down.

Your working place is still a mess, but at least now, there are only needed items there.



Picture 2 – Sorted Cards

Repeat the task from round 1. Sort all the cards from 2 to 9 into the box and place it on the desk.

Write down the time in the next row of the table.

How did it feel this time? Any difference? How about the level of stress? Have another short discussion.

## Third Round (2s)

Its time to **SET IN ORDER**

Let each participant to think about an order to place the cards on the desk. How is the best position, sequence?

Take a look on how the cards have been sorted and have a small talk. No right or wrong here. Every participant is completely free to define his own order of cards.



Picture 3 - Setting in Order

After every participant set his cards in order, repeat the exercise of sorting the cards into the box.

Note down the time and repeat the small discussion. How did it feel this time to perform the task?

## Fourth Round (3S)

Time to clean-up to make the area **SHINE**.

Let the participants reflect if everything is clean. Is there anything which can be improved related to the cleanness? Gather ideas and if necessary, swipe or modify the area.



Picture 4 - Cleaned area

## Fifth Round (4S)

Now the **STANDARDS** will be created.

Ask the participants to define and set the standards for the working area. Use tape, board markers, labels or other materials for identifying the areas. The participant has the freedom to define how he would like to identify the area and set the standard. Innumerable different manners are possible.



Picture 5 - Standard

Run the activity one more time and write down the result. Have a conversation about how it felt to work in these conditions.

## Sixth Round (5S)

Now the **CONTINUOUS IMPROVEMENT** phase will start.

Ask the employees about the current standard. Is there anything that can be improved? Look for the wastes. How can movement and transportation be reduced? How is the handling of the cards? Is it easy to pick them up from the table? How is the handling of the box? Is there something that can be changed or improved?

Give the participants the freedom to try and experiment. Make questions and understand. Point out difficulties but don't give improvement ideas.

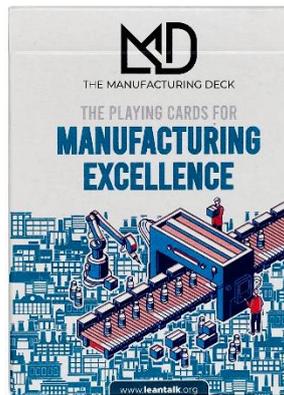
Play again the game, sorting the cards into the box. Write down the results.

Have a discussion on how it felt this time. Take a look at the results in the table to visualize the improvements from the original situation. Ask if there are still ideas on how to improve the current situation of the cards? State that this is a never-ending process.

Relate the learnings from this simulation to the working place in the factory.

Have a closing round, where every participant can talk about their impressions and feelings about this small simulation.

<i>Times</i>	<i>Participant 1</i>	<i>Participant 2</i>	<i>Participant 3</i>	<i>Participant ...</i>
<i>1<sup>st</sup> Round (0S)</i>				
<i>2<sup>nd</sup> Round (1S)</i>				
<i>3<sup>rd</sup> Round (2S)</i>				
<i>4<sup>th</sup> Round (3S)</i>				
<i>5<sup>th</sup> Round (4S)</i>				
<i>6<sup>th</sup> Round (5S)</i>				
<i>7<sup>th</sup> Round (5S) Optional</i>				



For more information on other **lean games** using **playing cards** visit:



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