

"the way"

Reduced cycle times . Improved productivity . Increased equipment capacity . Business growth and increased profitability



**November 2008
Issue 2**

Inside this issue:

From the CEO:	1
Feature information:	1
From the toolbox: 5S	2
Online Bookstore: What's Hot!	2
Contact Us	2

Training Schedule:

All public courses, by state, may be viewed via our web site:

<http://www.segla.com.au/Training/>

Overview:

If you require information or feel that we may assist your company further please e-mail us at:

[e] training@segla.com.au

From the CEO

Times are tough and are set to become tougher with the current economic climate. Companies everywhere are being forced to reduce costs in order to survive.

The need to reduce costs is not new. The interesting thing will be the way in which companies decide to achieve this with the added pressure of the current climate.

There will be companies that will reduce costs through reducing labour with mass redundancies. All too often we attempt to reduce costs by looking at the theoretical costs.

Step back and take a look at the real opportunities. Find the cost of poor quality (COPQ) that is largely hidden in the way we have always done things. By attacking the COPQ, companies are able to

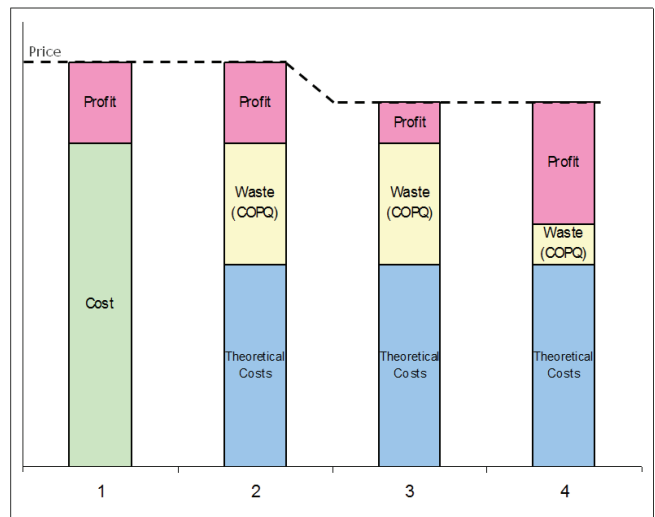
reduce the market price in order to remain competitive whilst still making a profit.

We can do this by making Lean Six Sigma a way of working, ensuring it is ingrained into the culture of our organisation.

Take the time to train your people, give them the skills that will make them an asset in the years to come. Work on projects that will

improve efficiency and effectiveness and this will in turn help you to reduce costs without having to sacrifice the investment you have made in developing your workforce until now.

Most of all don't let the way it has always been done, get in the way of doing new things that will transform your organisation.



We have a new look website

Some of you may have noticed that we have upgraded our website. We hope you like the look and feel of the new site and that it proves to be easier to navigate through. Any feedback that you may have on how we can improve the site can be sent to

info@segla.com.au

5S Methodology

The 5S methodology focuses upon the effective organisation and standardisation of workplace processes. To summarise, 5S simplifies your workplace environments and assists with the reduction of wastage and other forms of non-value adding activities whilst improving quality, effectiveness, process efficiencies and employee safety.

Sort – The needed from the unneeded: In this step you focus upon the identification of all items in a workplace which enables you to distinguish between the essential and non-essential items.

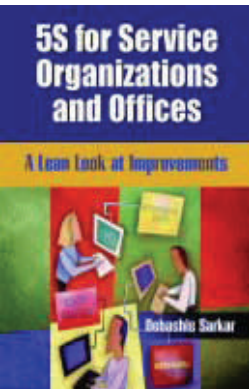
Set – The workplace in order: In this step you identify the best location for each item, placing essential items in assigned locations. All non-essential items are removed from the work area in question.

Shine – The work area: In this step you focus on creating a best practice approach to keeping the workplace clean and tidy at all times. The principle requires that you ensure that regular housekeeping activities occur continuously during any given shift.

Standardise – Activities: In this step you work to identify with the process employees the best procedures to use to ensure effective and safe operation. These procedures become "law" and are applied diligently time and time again.

Sustain – The 5S system: In this step you focus your energies to ensure that all activities and changes which have been implemented stay implemented.

Online Bookstore - What's Hot!



5S is a simple and immensely practical approach to quality improvement which, when implemented effectively, can transform the fabric of a company. Traditionally used in manufacturing companies for little more than housekeeping, its latent power has yet to be leveraged by service companies. Author Debashis Sarkar has pioneered a blueprint for 5S implementation that can take service organisations to greater heights. The principles can also be applied to offices, education institutes and hospitals, as well as manufacturing companies who wish to realise the full potential of 5S.

The accompanying CD-ROM includes numerous templates that can be used to implement the ideas contained in the book.

Sydney (Corporate) Office

Phone: +61 (0)2 9238 6185

Adelaide Office

Phone: +61 (0)8 8113 5308

Melbourne Office

Phone: +61 (0)3 9653 9107

Perth Office

Phone: +61 (0)8 9278 2409

E-mail: training@segla.com.au

Visit our Website

www.segla.com.au

Need help with your continuous improvement initiatives?

Our client's rate Segla as one of the pre-eminent Australian training and consulting providers. Proudly we are dedicated to being the supplier of choice when it comes to delivering business efficiency solutions utilising Six Sigma, Lean and other continuous improvement methodologies.

From developing complete training strategies, providing implementation assistance and support or through conducting specific assessments, we are able to help your business effectively identify and implement continuous improvement solutions.

We offer tailored training programs and supporting consulting services in the following areas:

**Green and Black Belt Certification, Lean Six Sigma for Champions, Lean Manufacturing, Value Stream Mapping (VSM), Kaizen Blitz & 5S, Statistical Process Control (SPC), Design of Experiments (DOE), Project Management Planning*

**Competitive Manufacturing Certificate III, IV & Diploma*

Contact us should you wish to discuss how we may help you with your business improvement initiatives.

