



One day training on

## **“Effective Management of Workplace through principles of Housekeeping (5S) & Waste Elimination (7W)”**

February 18, 2012

Organized by  
National Centre for Quality Management, Mumbai

### **Perspective**

In view of globalization and competitive market conditions, Indian industries need to be cost competitive in operations while enhancing customer satisfaction. Organizations must adopt new ways of working supported by change of mindset and work culture. They must embrace new concepts for workplace management and focus on value added activities by eliminating waste in operations. Objective of this training is to prepare the participants for proper understanding of 5S and 7W principles to be more efficient and effective in managing their workplace.

### **Coverage**

- Understanding operations through concept of value addition
- Principles of housekeeping “5S” & practicing 5S concepts in work areas
- Visual control for better management of problems
- Benefits of 5S & case studies from Indian industries
- Cost management through waste elimination
- Understanding 7 wastes in manufacturing and 5 wastes in office environment
- Elimination of NAVA – non-value added activities
- Case studies from industries

### **Who Should Attend**

- Managers / executives / supervisors from all functions
- Functional heads
- Consultants, Management Representatives

**Timing:** Registration at 9.00 a. m.

**Session:** 9.30 a. m. to 5.00 p. m.

**Fees:** Rs. 2,000 + 10.3% service tax per participant.

**Discount:** 10% for NCQM Members and group registration of 3 or more participants

**Venue:** NCQM Learning Centre, G - 501, Kailas Industrial Complex,  
Vikhroli - Hiranandani Link Road, Vikhroli (W), Mumbai - 400 079.



## **Registration**

Please send nominations accompanied by course fee in favour of "National Centre for Quality Management" by demand draft / cheque payable at Mumbai to:

National Centre for Quality Management

G - 503, Kailas Industrial Complex,

Vikhroli - Hiranandani Link Road, Vikhroli (W), Mumbai – 400 079.

Tel: (022) 2517 0483 / 69; Fax: (022) 2517 0144

Email: [ncqm@vsnl.com](mailto:ncqm@vsnl.com); [ncqmmumbai@yahoo.co.in](mailto:ncqmmumbai@yahoo.co.in); Website: [www.ncqm.com](http://www.ncqm.com)

## **Faculty**

Mr. Madan D. Mandlekar

- B. E. (Electrical)
- More than 35 years of experience in manufacturing, consulting, training & education
- Lead Auditor & certified trainer for ISO 9001: 2008 QMS, TQM & soft skill areas
- Conducted more than 200 training programmes in leading companies
- Assisted many companies in ISO certification
- Auditor panel member with reputed certification bodies
- Visiting faculty to management institutions

## **Organizer**

National Centre for Quality Management (NCQM) was established in 1985 by a group of eminent industrialists and professionals as a not-for-profit organisation with Founder President being Late Shri Ramkrishna Bajaj. NCQM has been blessed with services of eminent personalities like Late Shri D. L. Shah, Shri Viren Shah, Dr. K. K. Anand, Shri Atul Bhagawati, Dr. H. M. Mehta, Dr. R. H. G Rau and Shri M. V. Gandhi as Past Presidents.

NCQM is a premier institution engaged in promoting Quality culture in Indian economic sectors through services like training, education, publication, research and advisory assignments. NCQM is a society registered under Bombay Public Trust Act, 1950.

NCQM has its headquarters in Mumbai and extensions centres at Ajmer, Bengaluru, Hyderabad, Kolkata, Navi Mumbai, Nagpur, Noida and Pune

## **Our Offerings**

### **Public / In-house programmes:**

Six Sigma, Total Quality Management (TQM), Total Productive Maintenance (TPM), ISO 9000 (Quality Management System), ISO 14000 (Environment), OHSAS 18000 (Occupation health & safety), Integrated Management Systems (IMS), TS 16949, ISO 17000 (Laboratory accreditation), ISO 22000 (Food Safety), ISO 27000 (Information security), ISO 28000 (Supply chain), ISO 50000 (Energy), Hazard Analysis & Critical Control Point (HACCP), Statistical Process Control (SPC), Workplace management (5 S), Waste management (5 W / 7 W), Design of Experiments, Kaizen, SEI-CMM, CE Marking, Productivity improvement, Internal Quality Audit, Lean manufacturing, Root cause analysis for problem solving through use of QC tools and various modules in Marketing, Materials, Operations, Finance and Human Resources functions in Manufacturing and services sectors.

**Customized Training:** As per customer requirements

**Advisory & Consultancy Services:** On turnkey and assignment basis

**Membership:** Members can avail of free participation in periodic seminars / lectures, quarterly newsletter, 10% discount for services and use of library facilities

**Publications:** Quarterly newsletter "Quality Striving for Excellence", books, video, training / application software and research survey reports

**Education:** 1-year Post-graduate Diploma in Total Quality Management (PDTQM), Certificate Course in Dimensional Metrology

**Healthcare:** Workshops, advisory and consultancy services in healthcare including grading and classification of hospitals & nursing homes and laboratory accreditation