

# **SuperTeams 5S Numbers Game Facilitator's Guide**

The 5S game allows a work team that is new to the quality improvement process a first-hand, personal experience of the increases in efficiency that 5S can produce.

In 30 – 60 minutes the entire team will actually be able to feel what it's like to complete a quality improvement process.

- They will experience the frustration of performing what should be a simple task in a disorganized workplace.
- They will also have a personal experience of the incremental increase in ease and speed available in that same workplace as it undergoes the sequential steps of the 5S process.

## **We have made it easy to Facilitate**

95% of your job as facilitator is performed by our SuperTeams 5S Numbers Game Handout.

Before you facilitate the process we encourage you to print out and go through the exercise yourself. The steps are straightforward and the only additional materials required are a timer with a second hand and a writing instrument for each participant.

Once you've experienced the exercise firsthand, most of your questions about how to facilitate the 5s Numbers Game experience for a team will have been answered

## **Experience followed by reflection:**

We've constructed the game to provide a personal experience of the steps in the 5S Process followed by reflective questioning to allow the participants to solidify their learning.

After each iteration of the "Strike Out" and "Find the Missing Numbers" exercises, take a few moments to ask the follow up questions you see in the handout.

- "How do you feel about your score ?"
- "What appeared to get in the way of achieving a higher score ?"

You can ask the questions of the group as a whole and have them answer out loud. Or you can have each participant take a few moments to write their individual answers down on the question page of the handout then share their observations with the group.

**The 5S Game is Sequential and Cumulative.**

Each iteration of the "Strike Out" exercise takes the participants deeper into the learning. It is important not to allow participants to flip ahead in the handout to see pages other than the one they are currently working on. This game is simple enough that moving ahead of the group will "spoil" the experience of the individual learner.

## **The 5S Numbers Game:**

**Time:**

30 - 60 minutes

**Group size:**

1 – 60

**Materials:**

Timer – must be able to time 30 second intervals

Pens/pencils

5S Numbers Game Handouts

**Note:** The 5S Numbers Game can be performed with each individual participant having their own copy of the handout. You can also distribute handouts to small groups of two or three and have them work collaboratively through the steps.

**Page 1:**

Note: SuperTeams did not create the 5S Numbers Game. The oldest reference we can find to the creator is Kirt Tassmer at Stanley Fastener Systems. We have modified the original game to increase its impact

**Page 2:**

The 5S Game is a Metaphor. Encourage participants to imagine the game is taking place in their actual work environment.

Encourage them to NOT flip ahead in the handout – stay on the current page and stay with you as the facilitator.

Their job is to use a pen/pencil to physically strike out numbers in sequence.

Seeing the numbers is not the goal ... the task is not complete until they physically strike through each one.

You can be the time keeper or designate another individual who is not participating in the game as official time keeper.

- Start the timer and have them turn the page together
- Give them only 30 seconds and then call "TIME" loudly and firmly
- Have participants call out the highest number they scratched through and record these on an easel chart
- Circle the LOWEST number ... this is the Official Score for this round

Expect some grumbling and frustration here.

**Page 4:**

Take some time here to turn their physical experience of a disorganized workplace into learning.

Ask the questions on page 4 or have them take a moment to write their answers down on the page and then share with the group before moving on.

Reassure them that they will have additional chances to improve their performance.

**Page 5:**

You have "Sorted" the workplace. This is the first of the 5S Steps.

It turns out that numbers 50 – 90 are not necessary to complete work in this area, so they have been removed from the job site.

The team will be performing the same Strike Out exercise for another 30 second shift on this Sorted Workplace.

- Start the timer and have them turn the page together
- Give them only 30 seconds and then call "TIME" loudly and firmly
- Record their scores
- Lowest number is the Official Score for this round 2

**Page 7:**

Take some time to gather their learnings from this minimally improved workplace exercise using the questions provided.

Again, you can have them give you feedback out loud or by writing on the actual sheet.

**Page 8:**

Now the workplace has been "Set in Order" with a 3 X 3 racking setup.

The numbers have been organized left to right and bottom to top in sequential order like this:

3	6	9
2	5	8
1	4	7

And so on up to 49.

The team will be performing the same Strike Out exercise for another 30 second shift on this Set in Order Workplace.

- Start the timer and have them turn the page together
- Give them only 30 seconds and then call “TIME” loudly and firmly
- Record their scores
- Lowest number is the Official Score for this round 3

**Page 10:**

Take some time to gather their learnings from this Set in Order workplace exercise using the questions provided.

Again, you can have them give you feedback out loud or by writing on the actual sheet.

**Page 11:**

Now the workplace has been “Standardized” with a much more detailed racking setup.

The team will be performing the same Strike Out exercise for another 30 second shift on this Standardized Workplace.

- Start the timer and have them turn the page together
- Give them only 30 seconds and then call “TIME” loudly and firmly
- Record their scores
- Lowest number is the Official Score for this round 3

**Page 13:**

Take some time to gather their learnings from this Standardized workplace exercise using the questions provided.

Again, you can have them give you feedback out loud or by writing on the actual sheet.

**Page 14:**

This page starts a two part experience of the efficiency benefits of the Sort, Set in Order and Standardize steps of 5S on this Imaginary Work Place.

Read the “Quality Alert” box text out loud.

**Page 15:**

For this activity you will keep time and note each 30 seconds that expires as a “Shift” of work.

- Start the timer
- Have them turn the page and begin the task of finding the two missing numbers
- Call out the number of shifts at each 30 second interval (at the 30 second mark call out “One shift completed”. At the 60 second mark call out “Two shifts completed” and so on...)

- Keep track of the total shifts elapsed until the team finds the two missing numbers.

Expect the task to take a while and potentially involve some visible and audible frustration within the team

**Page 17:**

Take some time to gather their learnings from this “Before 5S” Quality Audit exercise using the questions provided.

Again, you can have them give you feedback out loud or by writing on the actual sheet.

**Page 18:**

Now you will repeat the “Quality Audit” on the 5s Improved Workplace ... make sure they don’t turn the page until told to do so.

- Start the timer
- Have them turn the page
- Count the number of 30 second shifts required to find the two missing numbers

**Page 20:**

Take some time to gather their learnings from this “After 5S” workplace Quality Audit exercise using the questions provided.

Again, you can have them give you feedback out loud or by writing on the actual sheet.

**Page 21:**

Now it is time for what we call the “Payoff Questions”.

Your participants have been through the entire physical experience of this 5S Game ... let’s figure out what they learned using the questions provided.

As in all the Learning Questions segments, you can have them give you feedback out loud or by writing on the actual sheet.

To access even deeper levels of learning, you may wish to have them complete the [Partner Share/Group Share process](#) using the questions provided.

**Page 22:**

Ask the final question regarding how they might “Sustain” the 5S improvements in their workplace.

You can have them give you feedback out loud or by writing on the actual sheet.

You may wish to have them complete the Partner Share/Group Share process with this question as well.

There you have it ...

- Your team has now completed a quick experience of the benefits of 5S - and felt the progression from Chaos to a Standardized Work Place on a physical level.
- They have had a chance to learn from the Game and share their learnings with the rest of the team
- AND you have all had a little fun in the process

We would love to hear your feedback !

Contact us at

[Info@superteams.com](mailto:Info@superteams.com)

For your Success,



Peg Drummond



Shelley Roberts

And the SuperTeams Team

SuperTeams

Business Success Training

[www.superteams.com](http://www.superteams.com)