

Organize to Optimize

Management Development Programme on
Implementing 5S for Safer, Smarter Healthcare Administration

Date: **29th August 2025**

Venue: **PSG Institute of Management, Coimbatore 641 004**

1



Sort

2



Set in order

3



Shine

4



Standardize

5



Sustain

5S

Gain practical tools and actionable insights to streamline hospital administration, reduce waste, enhance workplace safety, and build a culture of continuous improvement through the proven 5S methodology.



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Program Overview:

5S is a systematic methodology for workplace organization and standardization, consisting of five principles: Sort, Set in order, Shine, Standardize, and Sustain. In healthcare settings, implementing 5S promotes efficiency, safety, and quality by eliminating waste, reducing errors, and enhancing workflow organization. The importance of 5S in healthcare lies in its ability to optimize operations, improve patient outcomes, and create a safer and more conducive environment for both patients and healthcare professionals.

The "Implementing 5S Principles in Hospital Administration" program is designed to equip hospital administrators with the knowledge and tools necessary to implement 5S methodology in healthcare settings. The program focuses on the principles of effective 5-S implementation, aiming to improve organization, efficiency, and safety within hospital administrative as well as clinical areas.

Objectives:

1. Understand the principles and benefits of 5S methodology in hospital administration.
2. Learn how to apply 5S principles to various administrative areas within the hospital, including offices, supply rooms, and patient waiting areas.
3. Develop strategies for sorting and organizing administrative materials and equipment to reduce waste and improve workflow.
4. Establish standard procedures and visual management tools to sustain 5S practices over time.
5. Measure and evaluate the effectiveness of 5S implementation through key performance indicators (KPIs) and continuous improvement initiatives.

Who Can Participate:

The program is designed for hospital administrators, including department managers, administrative supervisors, facility managers, quality improvement personnel and clinical staff. Healthcare professionals involved in administrative roles, such as medical secretaries, billing and coding specialists, and administrative assistants, can also benefit from participating in the program.

Schedule

Time	Agenda
09:00 am - 09:30 am	Registration and Welcome Coffee
09:30 am - 09:45 am	Inaugural
09:45 am - 10:30 am	Session 1: Understanding 5S Principles
10:30 am - 11:00 am	Session 2: Applying 5S in Hospital Administration - Part 1
11:00 am - 11:15 am	Morning Break
11:15 am - 12:30 pm	Session 3: Applying 5S in Hospital Administration - Part 2
12:30 pm - 01:30 pm	Lunch Break
01:30 pm - 02:30 pm	Session 4: Implementing Cleaning and Maintenance Practices
02:30 pm - 03:30 pm	Session 5: Establishing Standard Procedures and Visual Management
03:30 pm - 03:45 pm	Afternoon Break
03:45 pm - 04:30 pm	Session 6: Measuring and Evaluating 5S Implementation
04:30 pm - 05:00 pm	Closing Remarks and Q&A
05:00 pm	Valedictory and Certificate Distribution

Lunch & Refreshments & Stay:

Lunch and Refreshments will be served for participants of the workshop. Dormitory style accommodation will be provided with separate stay zones for men and women participants.

Fees & Levies

Individual Participant	₹ 3950/- per registrant (inclusive of 18% GST)
Group Registrations	₹ 10975/- (3 registrants) ((inclusive of 18% GST) (above 3 registrants – ₹ 2950 + GST @ 18% per registrant)

Digital Payment Details:

Account Name	:	PSG Centre for Non-formal and Continuing Education
Account Number	:	1481267367
Bank Name	:	Central Bank of India
Bank Branch	:	Peelamedu, Coimbatore
IFSC	:	CBIN0280913

Resource Person:



Dr. V. Harish | harish@psgim.ac.in

Dr. V. Harish has more than 21 years of industry and academic experience. He has served in various capacities like Zonal Manager, project management trainer, consultant etc. A certified PMP (Project Management Professional) from Project Management Institute U.S.A, he has trained numerous professionals from industries such as IT, Construction, Banking etc. Also a consultant for Lean practices for companies he has helped many firms in the manufacturing as well as service industry to run in an optimized and efficient way. He has published a book titled “Practice Exercises for PMP®”. He completed his Ph.D from Anna University, Chennai in the domain of technology impact on publishing Industry in India.



PSG Institute of Management, a part of the prestigious PSG & Sons' Charities, is one of South India's leading business schools committed to shaping future-ready leaders. With a legacy rooted in academic excellence, innovation, and social responsibility, PSGIM offers a range of management programs that blend rigorous learning with practical application. The institute fosters a culture of inquiry, entrepreneurship, and ethical leadership through industry-relevant curricula, global collaborations, and experiential learning.

PSGIM's Management Development Programmes (MDPs) are designed to empower working professionals, entrepreneurs, and aspiring leaders with cutting-edge knowledge, skills, and perspectives. These short-term programs, curated by expert faculty and industry practitioners, focus on areas such as leadership, communication, strategy, finance, emotional intelligence, innovation, and more.

For Registration & further details contact:
Consulting & Management Development Cell.

**Location
QR Code**



PSG Institute of Management
PSG College of Technology

1668, Avinashi Rd, Peelamedu, Coimbatore, Tamil Nadu 641004
Phone: **0422 430 4400** | **+ 91 88701 98283 (Narendren)**

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email: mdpcell@psgim.ac.in | www.psgim.ac.in