

Video Action Team (VAT) Guide

Course: 5S – Getting to a Stable State

Sort : Straighten : Shine : Standardize : Sustain



What is a Video Action Team?

It is a small group of 4-8 people who come together on a weekly basis to discuss the Construction Accelerator® videos they are watching and to share their learning. The intent is to clarify the ideas, pick out the most relevant ones for their work, and put what we learn into *Action*. Today.

How to use this guide

Ownership of a Course or purchase of a Pass or Subscription gives us access to the videos. This Guide groups videos in a “small batch” way that allows us to watch about 15 minutes of video before each week’s meeting, then, in the meeting, discuss them for 45 minutes, developing our Action Plans. Meetings can be in person or virtual using Zoom, Teams, etc.

The opening round robin on the next page is a general query to the group to get the conversation going and bring out the thoughts that are top of mind. There are a selection of discussion questions that follow, but don’t feel like we need to go through all of them! Use them to branch out from the round robin discussion or lead the group to explore other ideas in the videos.

The overall goal of the discussions is to give the group good answers to the second Action Round Robin: “What action can you personally take immediately...”

Tips

- **Switch it up!** Swap who leads the discussion each time we meet. A big part of Lean practices involves leading a group through thoughtful discussion to fruitful action. Get some practice here!
- **Stick to a regular schedule!** If we intend to meet once a week and that keeps not happening, then consider shifting to every other week if that helps. Avoid continually shifting or cancelling meetings because things get “busy”. Consistency is key for morale *and* for motivation!
- **Follow your interests!** While this VAT Guide charts a logical path to learning each topic, if your interest – or the demands of your work – take us to a different set of videos, we can let our needs “pull” us in the right direction. Just assure you come back where you let off.

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Session 1: Basics of 5S

Topic 104

PREPARATION

WATCH: 2 Highlighted Videos: “Intro to 5S” (in green) and “5S Numbers Simulation” (in yellow) – Note: for the “5S Numbers Simulation” video, grab a piece of paper and actually follow the instructions yourself (before the session). See how far you get from 1-49 with each round in the video. Play along.

DOWNLOAD and READ: “5S What it is and How to”

DO: The first Action Item: “5S Workspace” and be ready to discuss your results.

OPENING ROUND ROBIN

- What was the most important or interesting point in these videos from your perspective?
- Was there something you didn't understand or didn't agree with?

DISCUSSION QUESTIONS (Choose from these)

- What did you learn from the “5S Numbers Simulation”. Did you have a “Duh!” moment?
- How does 5S address the classic Wastes like Waiting and wasted Motion?
- How does 5S address the classic Wastes like Inventory and Defects?
- What did you discover/learn when you 5S'd your own workspace (the first Action Item)?
- Did you use (or will you start using) any visual cues (eg. a shadow board or labels) to Sustain?
- How is this a good 5S practice?: Adopting a digital file Naming Convention that everyone uses.
- Why can 5S make onboarding new people easier?
- How do you think you will share/train 5S with your larger team?

ACTION ROUND ROBIN

- How will you change your workday to make 5S part of your routine?

PLUS/DELTA (2 Minutes)

- What did you like about today's session and what would you change for the next time?

TAKEAWAY ROUND ROBIN

In two words what is your big Takeaway today?

Select Course:

5S – Getting to a Stable State

Select Topic:

5S

5S	
Intro to 5S	04:43
5S Numbers Simulation	07:45
The 5S Process	06:24
Webinar - 5S - Getting to a Stable State	33:34

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Session 2: The 5S Process

Topic 104

PREPARATION

WATCH: 2 Highlighted Videos: “The 5S Process” (in green) and “Webinar – 5S – Getting to a Stable State” (in yellow) – Note: For the Webinar video, skip to 17:00 on the counter and watch the Q&A.

Select Course:
5S – Getting to a Stable State

Select Topic:
5S

5S	
Intro to 5S	04:43
5S Numbers Simulation	07:45
The 5S Process	06:24
Webinar - 5S - Getting to a Stable State	33:34

DOWNLOAD: “Simulation Handout” – You can use this to share 5S with your team or at least one other person (or show them the video “5S Numbers Simulation” video from last session).

DO: The last 2 Action Items below the video: “The 5S Process” and “5S Daily Basis”

OPENING ROUND ROBIN

- What was the most important or interesting point in these videos from your perspective?
- Was there something you didn't understand or didn't agree with?

DISCUSSION QUESTIONS (Choose from these)

- Is your computer keyboard clean? Your screen?
- Since last session what has changed in your personal workspace? Are you Sustaining it?
- Have you shared 5S with your team or at least one other person? That’s the second Action Item “5S Process”. (If have not, this session will arm you to do that.)
- How can you overcome the impulse to hang on to tools rarely used or duplicates?
- How does 5S make your jobsite or office safer?
- Who will 5S your meeting room(s) or spaces, and how often?
- What does this mean: “5S is not separate from regular work; it’s just *how* we work.”
- Discuss: Shall we require 5S in our trade contracts?
- How does using 5S create “Value”?

ACTION ROUND ROBIN

- Who else will you share/train what you’ve learned about 5S?
- How can this VAT group right here support each other’s efforts to Sustain 5S?

PLUS/DELTA

- What did you like about today’s session and what would you change for the next time?

TAKEAWAY ROUND ROBIN

In two words what is your big Takeaway today?