

5 Simple Steps to an Organised & Efficient Warehouse

27 March 2025: half-day interactive online workshop

A warehouse is a dynamic environment with staff, equipment and stock constantly on the move, making it a challenging environment to constantly maintain order and control. An inefficient warehouse will disrupt the operational flow and efficiency of your supply chain as well as impact customer service levels and profitability.

An effective way of achieving and maintaining a highly organised warehouse is to adopt the 5S model. 5S is a lean management strategy that is used to implement workplace organisation and standardization and helps your warehouse accomplish a basic objective by making problems easily visible.

5S is a lean concept of warehouse organization and improvement based on 5 principles: sort, set in order, shine, standardize, and sustain. When implemented correctly, this low-cost solution results in a clean, organized and efficient warehouse.

This session will offer attendees practical techniques to implement in your own warehouse environment and achieve a sustainable improvement in efficiency, productivity, safety and even staff morale.

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Workshop Content: 09h00 - 12h00

Introduction to 5S

- Understanding the principles of 5S
- The goals of 5S
- Interactive illustration of 5S
- Benefits of 5S
- Case study examples of what can be achieved

Implementing 5S in your Warehouse

- Setting up for a 5S process
- How to get started
- Necessary tools for 5S success
 - Sort
 - Set in order
 - Shine
 - Standardize
 - and Sustain
- Gathering and analyzing 5S data
- Your 5S scoresheet – interactive session
- 5S audit checklist
- 5S transactional assessment
- Overcoming the challenges of 5S implementation

How to maintain your results

- Ways to maintain momentum
- Developing standard operating procedures
- Staff training and engagement
- Celebrate your success

Facilitator: Liezl Smith

CPIM CIRM CSCP CLTD ACPF DDPP DDLP



Liezl Smith is a specialist trainer and experienced supply chain management consultant. She has partnered with Vicenda, delivering tailored content to our delegates for over a decade.

Liezl's passion is unlocking value in the supply chain environment in the areas of demand planning, warehousing & logistics, and production & operations.

Liezl was the President of SAPICS, the Association for Operations Management. She achieved her Industrial Engineering degree from Stellenbosch University in 1997 and holds a Master's Degree in Engineering Management at the University of Pretoria.

She is one of first in the world to obtain the APICS CSCP designation – Certified Supply Chain Professional – from APICS.

Liezl is also a certified European Master Logistician through the European Logistics Association.

She has also achieved the APICS CPIM (Certified in Production and Inventory Management) and is one of the first in Africa to obtain CPF (Certified Professional Forecaster) and ACPF (Advanced Certified Professional Forecaster) - from the Institute of Business Forecasting.

She has a good overall knowledge of all aspects relating to the business environment, including supply chain management and business process management as well as extensive experience, background and understanding in the inner workings of business systems.

Who should attend?

This workshop will benefit practitioners operating in the manufacturing, retail, distribution and services industries, specifically with the following job responsibilities:

- Logistics
- Warehouse management
- Inventory management
- Supply chain management
- Operations
- Stores Management
- Order fulfilment
- Dispatch or receiving
- Stock control
- Materials management

Workshop Cost:

The cost per delegate to attend the workshop is **R1 780 + vat**. This includes access to the interactive presentations, discussions, all course material and attendance certificate.

Bookings of three or more delegates from the same company will receive a 10% reduction in the total delegate cost.

If you wish to reserve a spot at the workshop, please complete the registration form on the final page, or alternatively contact us directly if you have any questions regarding content or the workshop in general:



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Vicenda has been delivering business information services to the logistics and supply chain industry since 2005. Our focus is to provide supply chain practitioners with platforms to keep them informed, inspired and importantly, up-to-date with the latest industry trends.

Our workshops, conferences and roundtables bring together industry experts and seasoned practitioners to share their knowledge, experience and insight in interactive learning environments.

Although content is always based on sound academic principles, we have a strong focus on sharing fresh perspectives and practical solutions to the business challenges that supply chain practitioners encounter daily.

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Registration Form: 5 Simple Steps to an Organised & Efficient Warehouse

Online workshop: 27 March 2025



Company Details

Company Name: _____

Postal Address: _____

Postal Code: _____

Tel No: _____

VAT No: _____

Delegate Details

1. Full Name: _____

Designation: _____

E-mail: _____

2. Full Name: _____

Designation: _____

E-mail: _____

3. Full Name: _____

Designation: _____

E-mail: _____

Terms and Conditions

1. The package includes programme materials, course certificate and access to the interactive online presentations and discussions.
2. Payment must be made in South African Rands.
3. Cancellations must be received in writing no later than one week prior to the event. A full credit will be given. A 50% cancellation fee will be charged for cancellations received within one week of the event.
4. Non-payment or non-attendance does not constitute cancellation. Substitutions are welcome.
5. Should Vicenda cancel the event or this contract for any reasons, Vicenda shall refund the delegate all monies paid in terms of this contract.
6. In the unlikely event that the date of the workshop changes to a date that would be more advantageous to the success of the workshop, delegates may not hold Vicenda liable for any costs incurred by such changes.
7. All intellectual property rights in all materials produced and distributed to delegates by Vicenda in connection with this workshop is expressly reserved. Any unauthorized distribution, duplication, or publication is strictly prohibited without the express permission of the Event Director.

Conference Cost

Cost per delegate: **R1 780,00 + VAT.**

The package includes programme materials, course certificate and access to the interactive online presentations and discussions.

Bookings of three or more delegates from the same company will receive a 10% reduction in the total delegate cost.

Authorised Signature: _____

Full Name: _____

Date: _____

E-mail Address (if not a delegate): _____

--- Please scan and email signed registration form to karl@vicenda.co.za ---