



MAINTENANCE MANAGEMENT TRAINING

Workplace Organisation and Visual Management

2 day course

Classroom, online or in-house

Course overview

Workplace organisation programmes are launched with a clean up, photographed, and quietly abandoned within a few months, because tidying is an event and organisation is a standard. This course covers the standard. Delegates work through the five stages from sorting through setting in order, cleaning, standardising and sustaining, and what each actually requires beyond the slogan. Red tag processes and dealing with the items nobody will decide about are covered. Visual management follows: shadow boards, floor marking, status indicators and the boards that let anybody see whether work is on plan without asking. Audit and scoring are addressed. The course closes on sustaining, on leader standard work, and on the link between an organised workplace and equipment reliability.

What you will learn

- Apply the five stages beyond the slogan
- Run a red tag process and resolve undecided items
- Set locations and standards that survive a busy week
- Design shadow boards, floor marking and status indicators
- Build visual boards that show whether work is on plan
- Audit and score objectively rather than generously
- Sustain through leader standard work and link to reliability

Who should attend

- Supervisors and team leaders
- Maintenance and production staff
- Improvement and operational excellence practitioners
- Stores and workshop personnel
- Managers sponsoring a workplace organisation programme

Course outline

- 01 Tidying is an event, organisation is a standard
- 02 Sort and the red tag process
- 03 Set in order and locations
- 04 Shine and cleaning as inspection
- 05 Standardise
- 06 Visual management and shadow boards
- 07 Status indicators and performance boards
- 08 Audit, sustain and the link to reliability

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 22 December 2026	Kampala, Uganda	Classroom	USD 795
23 to 24 December 2026	Port Louis, Mauritius	Classroom	USD 795
13 to 14 January 2027	Online	Online	R6,500
9 to 10 February 2027	Johannesburg, South Africa	Classroom	R11,950



Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 795** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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