

BestPractice



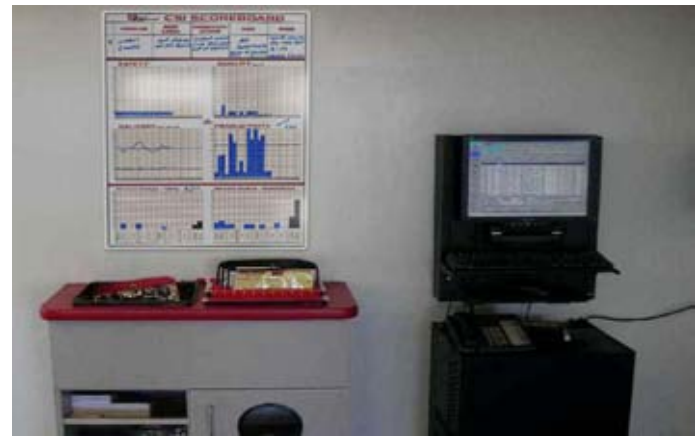


Office 5S






Publication Date: 01-01-07

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Scoreboard, CSL and Training Board

Example	Description
	<ul style="list-style-type: none"> Located in close proximity to CSL. SQDP data is current and up to date. Service delays are transferred to cumulative board as they occur. Invoice box is organized and reflects the order of the CSL. <p>CALL TO ACTION</p>
	<ul style="list-style-type: none"> Training board is displayed so that all employees and customers can see it. Certifications match employee Passports and store training summary. Employee certifications match the roles assigned to them. Certifications show that training is completed in one area before starting another. <p>CALL TO ACTION</p>
	<p><input checked="" type="checkbox"/> Wage and MSDS posters are displayed for every employee to see near:</p> <ul style="list-style-type: none"> Time clock Bathroom area <p>CALL TO ACTION</p>
<p>Impact on Your Business - Trusted Experts</p> <ul style="list-style-type: none"> ✓ A clearly displayed training board lets customers know that we are Trusted Experts. ✓ The Scoreboard allows employees to understand how well we are doing and is an indicator of improvement opportunities. ✓ Labor and OSHA posters provide needed information regarding employment practices. ✓ MSDS poster explains how to read vendor Material Safety Data Sheets and where to find the most up-to-date information. 	

Example	Description
	<ul style="list-style-type: none"> Computers and phones are properly placed for access. Desktops are clear of trash and debris. Filing trays are labeled and organized. <p>CALL TO ACTION</p>
	<ul style="list-style-type: none"> Information that should be displayed: <ul style="list-style-type: none"> Sales goals Scheduling Sales achievements Special Order trays <p>CALL TO ACTION</p>
	<ul style="list-style-type: none"> Binders and folders are labeled and organized. Paperwork is organized. Office supplies are organized and labeled. <p>CALL TO ACTION</p>
<p>Impact on Your Business</p> <ul style="list-style-type: none"> ✓ Having the sales and unit goals displayed is a great way to communicate and identify opportunities to Sell More and Sell Better. ✓ Easily accessible training materials allows your people to become Trusted Experts. 	