

# Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F  
1-2-10, Hirakawa-cho, Chiyoda-ku  
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950  
E-mail: apo@apo-tokyo.org  
URL: www.apo-tokyo.org

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Malaysia Productivity Corporation  
Malaysia

## Project Implementation Plan

### 11-IN-92-GE-DON-C: Institutional Strengthening of NPOs through the Development of Productivity Practitioners

#### Capacity Building on Enterprise Innovation Intervention Program DON Implementation for Malaysia

#### 1. BACKGROUND:

NPOs are the key stakeholders in the productivity movement in APO member countries and are expected to nurture, strengthen, and spearhead this movement for the foreseeable future. Therefore, the ongoing need for the capacity building of NPOs cannot be overemphasized. Based on the DON need assessment survey, in-country programs specifically for the capacity building of NPOs were initiated. Through 14 such programs, 76 professionals from three countries in 2008, 166 from six countries in 2009, and 164 from five countries in 2010 were trained in basic and/or advanced productivity tools and techniques, energy management, and total quality management. These practitioners are now expected to apply their acquired skills and knowledge in advisory and training services for multiplier effects.

Based on the positive feedback received from NPOs, this program is being continued in 2011. Since 2010, this program has been expanded to cover specific subject areas of relevance to NPOs such as total quality management, total productive maintenance, balanced scorecard, knowledge management, Six Sigma, lean production, energy/environmental management, Green Productivity, etc. based on member country needs.

NPOs are urged to exercise care in choosing subject areas for in-country training programs, because they should essentially upgrade the skills of NPO professional staff in current areas of work or help them acquire new skills to apply in the near future. To ensure this, NPOs are required to prepare medium- to long-term plans for staff utilization in productivity promotion-related activities and for their training needs.

The Malaysia Productivity Corporation (MPC), the NPO of Malaysia, has expressed interest in organizing an in-country capacity building program to develop a pool of productivity practitioners and consultants who have been entrusted to execute system development projects focusing on developing innovative and creative culture and mindset, and introducing innovative improvement processes in the local enterprises and other stakeholders. This in-country program will cater to the needs of the MPC.

## **2. TYPE OF PROJECT:**

A two-week training course will be held for the MPC and associate consultants and other practitioners engaged in the promotion of productivity and working as trainers, consultants, technical staff, managers, and local experts on productivity.

## **3. OBJECTIVE:**

The objective of the training course is to provide the productivity and quality practitioners with firsthand exposure to the tools and techniques of productivity improvement with focus on innovation management, business process reengineering, consultancy management and other advanced productivity tools. The MPC will be able to build a critical mass of practitioners in the country who could become agents for change among stakeholders.

## **4. NUMBER OF PARTICIPANTS:**

The course will train 25 local participants (60% from the MPC).

## **5. TIMING OF PROJECT & VENUE:**

9–14 and 16–20 January 2012 (11 Days) at Kuala Lumpur, Malaysia

## **6. PROJECT SCHEDULE:**

Tentative program is as appendix-1. The finalized program of the training course will be determined by the APO Secretariat, hereafter referred to as the APO, and MPC in consultation with APO experts.

## **7. IMPLEMENTATION:**

This project is to be implemented in close collaboration with the APO.

## **8. ROLES & RESPONSIBILITIES:**

The roles and responsibilities of the MPC and APO are:

### MPC

- Organize a two-week training course to create a critical mass of productivity and quality practitioners.
- Assign a program manager and local coordinator(s) to organize the course (e.g. meeting room, participants administration, training materials, site visit and logistics)
- Provide budget not covered by the APO.
- Prominently display the APO name and logo on the banner and also place the APO flag on the dais during the program

### APO

- Assign international resource speakers.
- Assist the MPC in finalizing the course content in consultation with the experts.
- Provide administrative and financial support as per the Project Notification.

## **9. FINANCIAL ARRANGEMENTS:**

The APO will bear cost of the assignment of international resource speakers and provide financial support to meet the following costs:

- 1) Meeting package including meeting room with training facilities and necessary stationery, materials, and documentation;
- 2) Preparing and compiling training material sets for all participants; and
- 3) Transportation costs for site visits, if any

To meet the above costs, the APO will pay up to USD10,000 toward the two-week training course and the MPC will cover any other local implementation costs not covered by the APO.

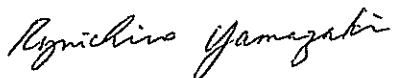
The APO will make a bank transfer of 50% of the estimated cost as its financial support to the MPC.

The MPC will make the agreed expenditures and settle the entire account by providing all necessary bills and receipts to the APO after completion of the course. The final payment will be made based on the actual expenditure.

## **10. FINAL PROJECT OUTPUT:**

The project is expected to create pool of productivity practitioners in Malaysia who can act as trainers/consultants and promote productivity in their respective fields. Upon completion of the project, the MPC will undertake the following:

- To submit a comprehensive report on the training course as per the format to be provided by the APO;
- To develop the training manual on innovation areas;
- To disseminate the knowledge and experience gained to public and private sectors through publications, consulting and training services; and
- To implement Enterprise Innovation Intervention Program (EIIP)



Ryuichiro Yamazaki  
Secretary-General

## &lt; Tentative Program &gt;

**Institutional Strengthening of National Productivity Organizations (NPOs) through the Development of Productivity Practitioners**

Timing: 9–14 and 16–20 January 2012 (11 Days)

Project title: Capacity building on enterprise innovation intervention program

Date	Subject	Resources Person
9 Jan. 2012, Monday	Opening Program  Module 1 : Innovation <ul style="list-style-type: none"> <li>• Concepts and benefits</li> <li>• Elements and how to implement</li> <li>• Implementation and management of innovations in SMEs</li> </ul>	Expert A
10 Jan., Tuesday	AM Module 1 (Continued)  PM Module 2 : Business Process Reengineering (BPR) <ul style="list-style-type: none"> <li>• Concepts and benefits</li> <li>• Elements and how to implement</li> <li>• Implementation and management of BPR in SMEs</li> </ul>	Expert A  Expert B
11 Jan., Wednesday	AM Module 2 : BPR (continued)  PM <i>Site Visit 1</i>	Expert B
12 Jan., Thursday	AM - PM Module 2 : BPR (continued)	Expert B
13 Jan., Friday	AM – PM Module 3 : Lean Production System <ul style="list-style-type: none"> <li>• Concepts and benefits</li> <li>• How to practice Lean Production System</li> <li>• Implementation and management of Lean Production System in SMEs</li> </ul>	Expert C
14 Jan., Saturday	AM – PM Module 3 : Lean Production System (continued)	Expert C
15 Jan., Sunday	Weekend (No Program)	

Date (cont'd)	Subject (cont'd)	Resources Person (cont'd)
16 Jan., Monday	AM – PM Module 4: Total Productive Maintenance (TPM) <ul style="list-style-type: none"> <li>• Concepts and benefits</li> <li>• How to practice Lean Production System</li> <li>• Implementation and management of TPM in SMEs</li> </ul>	Expert C
17 Jan., Tuesday	AM <i>Site Visit 2</i>  PM Module 4: Total Productive Maintenance (TPM) – continued	Expert C
18 Jan., Wednesday	AM - PM Module 4: Total Productive Maintenance (TPM) – continued	Expert C
19 Jan., Thursday	AM – PM Module 5 : Management Consulting <ul style="list-style-type: none"> <li>• The process of management consulting</li> <li>• Data collection, analysis and making recommendations</li> <li>• Report writing and management presentations</li> <li>• Case study Exercise</li> </ul>	Expert A
20 Jan., Friday	AM Module 5 : Management Consulting (Continued)  PM <ul style="list-style-type: none"> <li>• Wrap up session</li> <li>• Examination</li> <li>• Closing</li> </ul>	Expert A