



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

2 March 2016

1. **Project Code** 16-IN-06-GE-TRC-A-2
2. **Title** Self-learning e-Course on Productivity Tools and Techniques (Advanced)
3. **Reference** Project Notification 16-IN-06-GE-TRC-A dated 5 February 2016
4. **Timing and Duration** 1 May–30 September 2016 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 400 participants
7. **Self-registration** Self-registration opens from 10:00 AM Japan Standard Time on 1 May 2016 on the APO's e-learning web portal: <http://www.apo-elearning.org/moodle19/>

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

8. Objectives

To enable participants to understand advanced productivity tools and techniques to improve productivity, specifically to:

- a. Identify problems and implement solutions for achieving organizational excellence;
- b. Identify and utilize appropriate tools and techniques leading to organizational excellence; and
- c. Develop a framework and strategies for achieving excellence and competitiveness at the organizational level.

9. Background

SMEs generally suffer from the lack of knowledge of advanced productivity tools, weak technical capabilities, and limited access to external assistance. Most SMEs and organizations are applying various improvement tools and techniques to achieve growth as well as greater profit. The development of productivity practitioners is a high-priority need of SMEs. Based on that need, the APO designed the face-to-face training course on the Development of Productivity Practitioners (DPP: Advanced), which has been conducted since 2001.

In 2015, the APO launched the self-learning e-course on Productivity Tools and Techniques (Advanced) for participants who were selected for the face-to-face course as a prerequisite of the APO Certified Productivity Practitioners' scheme. Through the DPP: Advanced, many participants will be equipped with more advanced, emerging productivity techniques so that they can guide junior practitioners and at the same time upgrade the level of professional assistance provided to organizations and industries.

10. Scope and Methodology

Scope

The course will cover the following modules:

Module 1: Productivity Measurement

Module 2: Business Excellence

Module 3: Lean Techniques

Module 4: Basic Statistical Data Analysis

Module 5: Value Stream Mapping

Module 6: Material Flow Cost Accounting

Module 7: Final Exam

Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target groups are SME managers, government officials, and NPO consultants involved in consultancy and training for SMEs.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.

A handwritten signature in black ink, appearing to read 'M. Amano', with a large, sweeping flourish extending to the right.

Mari Amano
Secretary-General