



## PROJECT NOTIFICATION

Ref. No.:20-IN-31-GE-TRC-A-PN2000049-001

<b>Date of Issue</b>	23 December 2020
<b>Project Code</b>	20-IN-31-GE-TRC-A
<b>Title</b>	Certified Productivity Practitioners Course for NPOs
<b>Timing and Duration</b>	25-29 January 2021 (five days)
<b>Hosting Country(ies)</b>	Philippines
<b>Modality</b>	Digital Multicountry (DMC)
<b>Implementing Organization(s)</b>	Development Academy of the Philippines and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	12
<b>Closing Date for Nominations</b>	15 January 2021

Notes: This PN supersedes the PN issued on 29 January 2020 due to a change in implementation modality from face-to-face to digital sessions.

## **1. Objectives**

- a. Equipping participants from NPOs in APO member countries with theoretical and practical knowledge of productivity improvement strategies at the organizational level;
- b. Enhancing the skills of participants to act as productivity consultants, trainers, and promoters; and
- c. Providing participants with knowledge of the standards and requirements for APO Certified Productivity Specialists.

## **2. Background**

NPOs in APO member countries are key stakeholders and partners in contributing to overall sustainable socioeconomic development through productivity enhancement at the national level. NPOs spearhead the productivity movement in their countries by offering various training courses, extending consultancy services, and proactively collaborating with the APO in implementing its projects.

One of the flagship programs to strengthen the capability of the NPOs is development of productivity specialists in the member countries. The program started about three decades ago and it is now elevated into a full certification program with standardized course requirements and competency framework. This course is preparatory to that Productivity Specialists Certification Program.

The course will include exploring techniques to improve productivity in the new normal. In recent years, emerging technologies such as artificial intelligence, robotics, and the digital revolution have driven productivity in various sectors. While most organizations are trying to master and deploy the technologies to enable economic benefits, the COVID-19 pandemic has created another disruption. To be resilient and maintain business continuity, organizations need to adjust and adapt to the new environment. For example, remote work and virtual communication are becoming the norm. This also affects the role of productivity practitioners, as well as the methods used to provide services to clients. Traditional training and consultancy methods, as well as productivity enhancement tools and techniques, therefore, need to be modified or enhanced accordingly.

NPOs are encouraged to nominate professionals who are expected to work as productivity practitioners and committed to completing the entire certification process.

## **3. Modality of Implementation**

- a. The sessions will be conducted virtually.
- b. The duration of each day's sessions will be around three hours.
- c. The APO Secretariat will inform the resource persons and participants of the link to the virtual session.
- d. The link will be exclusive to resource persons and participants and should not be shared.

## **4. Scope and Methodology**

The sessions will consist of the following:

Day/Date	Activity
Monday, 25 January 2021	Presentations:  Module 1: Functional Competency Development as a Productivity Practitioner <ul style="list-style-type: none"> <li>• Roles of productivity practitioners</li> <li>• Framework for productivity improvement</li> <li>• Presentations by participants on cases of productivity project experience and proposals</li> </ul>
Tuesday, 26 January 2021	Presentations:  Module 1: Functional Competency Development as a Productivity Practitioner <ul style="list-style-type: none"> <li>• Developing competencies in productivity training, consultancy, and promotion</li> </ul> Module 2: Productivity and Quality Diagnosis <ul style="list-style-type: none"> <li>• Tools and techniques for productivity diagnosis and enhancement at an organizational level</li> </ul>
Wednesday, 27 January 2021	Presentations:  Module 2: Productivity and Quality Diagnosis <ul style="list-style-type: none"> <li>• Assignments for site assessment and report</li> <li>• Site assessment and data analysis</li> <li>• Project report preparation</li> </ul>
Thursday, 28 January 2021	Presentations:  Module 2: Productivity and Quality Diagnosis <ul style="list-style-type: none"> <li>• Project report presentation</li> </ul>
Friday, 29 January 2021	Presentations:  Module 3: Project Development for the Certification Program (APO-PS 101 Requirements for Productivity Specialists) <ul style="list-style-type: none"> <li>• Overview, scope of certification, domain of expertise, and certification process</li> <li>• Presentation of project plans</li> <li>• Course integration</li> </ul>

## **5. Qualifications of Candidates**

Participants must be competent in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections. They must also be proficient in English, both written and spoken. Specific requirements are as follows:

- a. Professionals from NPOs involved in training and consultancy or associate consultants assigned by NPOs. Priority will be given to those who enrolled in and passed the self-learning e-course on Productivity Tools and Techniques (Basic and Advanced) or relevant in-country training course in the preceding three years.
- b. Two years of experience or more in the position described above.

## **6. Requirements**

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to Internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in all sessions.

## **7. Financial Arrangements**

- a. The APO will meet the assignment costs for international resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

## **8. Actions by Member Countries**

- a. Each participating country will nominate three or more candidates in order of preference.
- b. Self-nominations will not be accepted.
- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer or designated officer.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO. The biodata form is available on the APO website.
- e. Late nominations will not be accepted. When a nomination requires the approval of higher authorities and requires a longer time, the member country concerned should send the name(s) of the nominee(s) before or by the deadline, indicating that approval will follow.
- f. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and the host country promptly.

## **9. Actions by the APO Secretariat**

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced two weeks prior to the start of the sessions.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.

- d. The APO Secretariat will inform NPOs of the final program and link of the virtual sessions one week prior to commencement.

#### 10. Dress Code

Participants are required to wear appropriate business attire during the sessions.

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending to the right.

Dr. AKP Mochtan  
Secretary-General