



PROJECT NOTIFICATION

Reference No.: 731

Date of Issue	23 October 2025
Project Code	25-CP-42-GE-DLN-A
Title	APO e-Course on Productivity Tools and Techniques (Basic)
Timing	27 February 2026
Hosting Country(ies)	APO Secretariat
Venue City(ies)	Not Applicable
Modality	Digital Learning
Implementing Organization(s)	APO Secretariat
Participating Country(ies)	Open
Overseas Participants	Not Applicable
Local Participants	Not Applicable
Closing Date	Not Applicable
Remarks	Timing is the launch date of the e-course.

Objectives	Learn basic, fundamental knowledge to implement productivity and quality improvement programs in organizations; enhance competencies of practitioners and consultants in new productivity concepts and emerging tools, especially technological advances; and acquire the basic skills to become trainers, consultants, and promoters of productivity and quality improvement programs for organizations.
Rationale	Core productivity concepts and entry-level productivity tools are essentials to build a culture of continuous improvement in organizations. Incorporating digital, AI-enabled productivity tools and basic industrial engineering techniques enhances learners' ability to manage tasks, organize workflows, and identify opportunities for incremental change.
Background	Originally introduced in 2017, this course provides a basic understanding of productivity tools that support continuous improvement. With rising demand for efficiency and lean operations, even small changes in work practices can result in significant gains. The purpose of this e-course is to update the previous one by introducing new technology-based tools such as AI, digital checklists, and collaboration platforms. These updates aim to improve how learners manage time, monitor quality, and engage in problem-solving using entry-level data analysis, digital features, and basic industrial engineering concepts to support early-stage productivity diagnosis and system thinking. The course is designed for productivity practitioners, consultants, and trainers engaged in productivity and quality improvement programs.
Topics	Productivity: Fundamentals and emerging trends; Role of productivity practitioners and consultants and their core competencies; 5S and visual management; Quality control circles (QCCs) and suggestion schemes; Productivity measurement 1; and Smart productivity, industrial engineering, and AI applications.
Outcome	Participants gain practical knowledge and skills in basic productivity tools and techniques, develop a mindset for quality improvement, and apply simple AI-enabled and industrial engineering techniques to improve workplace efficiency, time management, and effective task organization.
Qualifications	Open to all participants in APO members and nonmembers.

Please refer to the implementation procedures circulated with this document for further details.



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