



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

2 March 2016

1. **Project Code** 16-IN-06-GE-TRC-A-1
2. **Title** Self-learning e-Course on Productivity Tools and Techniques (Basic)
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 fundamental productivity concepts, principles, and tools, including:

- a. Basic concepts of productivity in SMEs.
- b. Tools and other approaches to improve productivity; and
- c. An integrated productivity framework to diagnose productivity problems and develop and implement solutions.

9. Background

SMEs generally suffer from a lack of knowledge of basic productivity tools, weak technical capabilities, and limited access to external assistance. To improve product or service quality,

most SMEs are applying various improvement tools and techniques to achieve growth as well as greater profit, although the development of productivity practitioners remains a high-priority need. Based on that need, the APO designed the face-to-face training course on the Development of Productivity Practitioners (DPP: Basic) in 1994 to develop future experts and specialists in productivity improvement and provide momentum for their development paths.

In 2015, APO launched the self-learning e-course on Productivity Tools and Techniques (Basic) for participants who were selected for the face-to-face course as a prerequisite for the APO-certified Productivity Practitioners' scheme. Through the DPP: Basic, many participants will be equipped with fundamental knowledge on productivity to help implement productivity improvement programs in their own organizations.

10. Scope and Methodology

Scope

The course will cover the following modules:

Module 1: Introduction to Productivity, Quality, and Competitiveness

Module 2: Background of the Productivity Movement

Module 3: Profiles of Productivity Practitioners

Module 4: Basics of Productivity Measurement

Module 5: Basic Productivity and Quality Tools and Techniques

Module 6: Introduction to Total Quality Management

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 staff and 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.

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Mari Amano
Secretary-General