



## CQE Training & Consultancy Plt (Reg No. :LLP 0003668 LGN)

Registered Office : No. 46, Lorong Bintang, Taman Tasik Permai, 34000 Taiping, Perak. Malaysia.

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# PRODUCTIVITY IMPROVEMENT TECHNIQUES (PIT) TOWARDS MAINTAINING COMPETITIVENESS (PUBLIC / IN-HOUSE TRAINING PROGRAMME)

SBL  
Scheme

## Introduction

Successful revolutions deliver a new order. With Quality and Productivity, a company aspires to a new order of higher performance which ultimately must be world class in standard. World class performance comes from world class practices which is in turn created by world class management. With the implementation of AFTA 2003 and WTO, every organization is facing more competitive challenges and fighting for survival due to the globalization effects. Various efforts such as cost down, improving **Quality, Cost and Delivery (QCD)**, improving Productivity, integrating systems to synergy the limited resources, re-engineering, excellence customer services and others are aiming to bring the organization to a new level towards world class standard. In this context, Productivity Improvement Techniques (PIT) is one of the alternative that most of the organization is employing to assist them continuously striving for excellence in everything they do.

## Learning Outcomes/Objectives

Also available as  
in-house programme

Upon return to workplace, participants will be able to :

- Understand the important and significance of the Productivity in the business environment ;
- Learn the various productivity concepts and measures in actual work place ;
- Means and methods for implementing relevant productivity activities in actual work place that bring added values to the organization ;
- Strive to improve total productivity scenario in and culture in the organization.

## CONTENTS

- **PRODUCTIVITY**
  - ✚ Introduction & Background
  - ✚ Definition



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### ● **PRODUCTIVITY IMPROVEMENT TECHNIQUES**

#### **✚ METHOD STUDY**

- ✓ 1. Outline Process Chart
- ✓ 2. Flow Process Chart
- ✓ 3. Flow Diagram
- ✓ 4. String Diagram
- ✓ 5. Multiple Activity Chart
- ✓ 6. Travel Chart
- ✓ 7. Workplace Layout



#### **✚ WORK MEASUREMENT**

- ✓ 1. Time Study
- ✓ 2. Observed Time
- ✓ 3. Rating
- ✓ 4. Basic Time
- ✓ 5. Allowances
- ✓ 6. Standard Time
- ✓ 7. Time Study Sheets

#### **✚ REFERENCE MODELS**

- ✓ 1. Labour Productivity Model
- ✓ 2. Capacity Planning Model
- ✓ 3. Cycle Time Model

#### **✚ TOTAL PRODUCTIVE MAINTENANCE**

#### **✚ MATERIAL COST REDUCTION**

#### **✚ COSTING**

#### **✚ BENCHMARKING**

### ● **REFERENCES**



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### **TRAINING METHODOLOGY**

The program would be conducted by using the following materials / aids:-

- + Course Note
- + LCD / OHP
- + Group Activities / Workshop
- + Video Showing
- + Lecturettes

### **DURATION**

2 Days

### **PARTICIPANTS**

Production, Operation, Quality and Supporting Department executives and supervisors who are involved in quality and productivity improvement projects execution and implementation.