

Recognition and Incentives

Companies that have completed the series of trainings offered in productivity toolbox are then encouraged to join the Productivity Olympics being conducted by NWPC.

- **Productivity Olympics** - a biennial national competition to give due recognition for best productivity improvement programs of micro, small and medium enterprises. Nominees, are evaluated based on given criteria that measure the best productivity improvement program of an enterprise. Specifically, nominees shall be evaluated based on the impact on its resource management, business excellence and adoption on green workplace practices.



Who can avail of the productivity toolbox?

The productivity toolbox can be availed of by micro small and medium enterprises particularly those engaged in the following sectors: agribusiness, manufacturing and services. The primary objective of this program is to help boost the productivity of MSMEs which comprises the 99.4% of the total establishments in the Philippines, so they can transition to bigger and globally-competitive enterprises.

How to avail of the program?

Interested companies may apply to NWPC or the nearest RTWPB in their area or region. To know more about the program or the whole productivity toolbox, please visit our official website www.nwpc.dole.gov.ph.

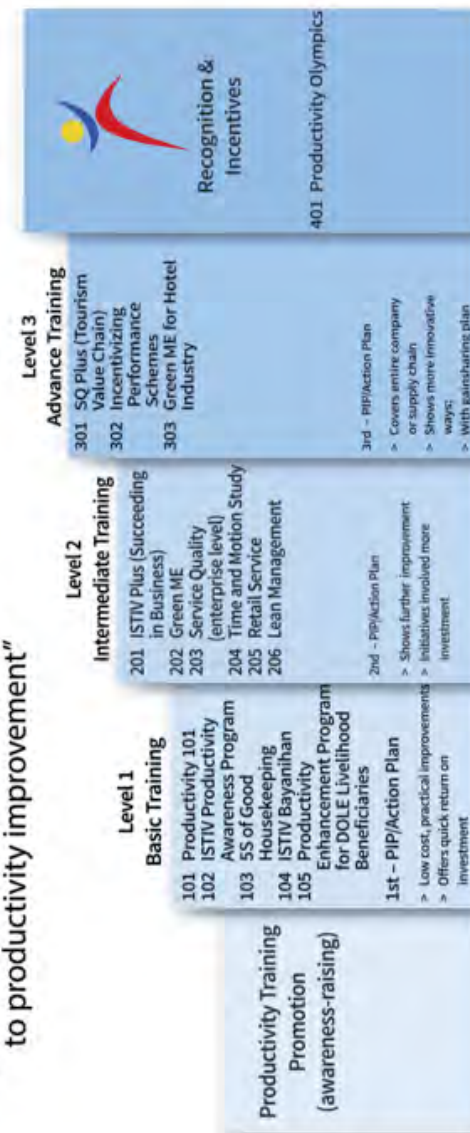
What are the requirements?

To be eligible of this program, companies should:

- be 100% Filipino-owned;
- have basic systems in place such as recruitment of workers, production and maintenance; and,
- be interested to avail and willing to implement productivity improvement programs in their companies.

Productivity Toolbox for MSMEs Package of Training and Technical Services on Productivity

"Laddered needs-based approach
to productivity improvement"



The National Wages and Productivity Commission, through the 16 Regional Tripartite Wages and Productivity Boards (RTWPBs), is offering a package of training programs and technical assistance in a ladderized system to ensure that they transition to a more viable and competitive enterprises and comply with labor laws.



Productivity Training Promotion

In this stage, the productivity toolbox is introduced to potential company-beneficiaries. Topics to be discussed during the promotion will revolve on the possible benefits and gains from embarking into the training programs as well as the requirements they need to be submitted once they decided to avail of NWPC/RTWPB assistance.

Basic Training

The companies who chose to enrol in productivity toolbox may go through any of the following applicable training programs:

- **Productivity 101**-Labor Relations, Human Relations and Productivity (LHP) - is a basic orientation on productivity concepts, measures, tools and techniques.
- **ISTIV Program Awareness Program (PAP)** - is a values-driven human resource for quality and productivity improvement that is rooted in the five ideal attributes of a productive individual. I stands for Industrious, S for Systematic, T for Time-conscious, I for Innovative, and V for strong Value for work
- **5S of Good Housekeeping** - is an integrated concept of actions, condition and culture aimed at boosting productivity through basic housekeeping practices
- **ISTIV Bayanihan** - a training program and networking intervention for Baranggay Micro Business Enterprises/Micro Enterprises that supports the growth of micro enterprises by enhancing the entrepreneurs' way of managing the enterprises.
- **Productivity Enhancement Program for DOLE Livelihood Program Beneficiaries** - a capacity building intervention to provide DOLE livelihood beneficiaries with basic skills on productivity and quality that will enable them to manage their businesses for sustainability and competitiveness.

PIP Action Plan

- low cost, practical improvements
- offers quick return on investment



Succeeding in Business



Intermediate Training

To continue the learning process, companies can avail of the following training programs/technical assistance:

- **ISTIV Plus (Succeeding in Business)** - combines productivity values and productivity techniques using a knowledge dialogue mechanism that makes for improved communication between labor and management common production objectives.
- **Green ME** - is a training and consulting program for sustainable growth and environment protection that recognizes the workforce as the driver of change in the enterprise
- **Service Quality (enterprise level)** - is a quality management intervention which makes use of prescribed tools and techniques in developing creative solutions to deliver error-free service.
- **Visual Merchandising for Retail/Service Sector** - is a training on fundamentals of merchandising and principles of merchandise display for productivity improvement.
- **Time and Motion Study** - is a technical assistance to establish piece rate/production standards and to develop efficient and effective work methods.
- **Lean Management** - is a training program on creating more value for customers while minimizing resources through elimination of different types of wastes which will help to improve enterprises' productivity, cost reduction, quality, and timeliness on delivery of goods and/or services.

PIP Action Plan

- shows further improvement
- initiatives involved more investment

Advanced Training

These more advanced courses are designed for companies that have gone through the first two ladders. The trainings available under this stage are:

- **SQ Plus (Value Chain)** - for the tourism supply chain which covers a network of tourism organizations engaged in different activities ranging from the supply of different components of tourism products/services such as air transport, land transport, hotels, resto/bars, tour operators/guides, souvenir shops, etc. and involves a wide range of participants in both the private and public sectors.
- **Incentivizing Performance** - design to promote sharing of gains brought about by improved productivity and/or business outcomes and to familiarize pax on the different gainsharing schemes including actual practices.
- **Green ME for Hotel Industry** - training program which promotes environmentally sound practices and technologies in hotel/accommodation/restaurant establishments.

PIP Action Plan

- covers entire company or supply chain
- shows more innovative ways
- with gainsharing plan