

## Productivity 101

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### Description:

- Productivity 101 is a basic orientation on productivity concepts, measures, tools and techniques.

### Objective:

- Understand and appreciate productivity concepts, measures, tools and techniques.

### Topics/Course Outline:

- Productivity Concept/Measurement
- Benefits of Productivity
- Productivity Tools and Techniques
- Productivity Incentive Schemes

### Methodology:

- Lecture/Discussion

### No. of Hours/Days:

- 3 hours

### Target Participants:

- Micro, small and medium enterprises

### Expected Outcome/s:

- Increased awareness on productivity.

