

Productivity Enhancement Program for DOLE Livelihood Program Beneficiaries

Description:

- A capacity building intervention for DOLE livelihood beneficiaries on productivity improvement and quality to enable them to effectively manage and sustain viability of their businesses for sustainability and competitiveness.

Objective/s:

- Understand the basic productivity concepts.
- Learn the 5S or basic housekeeping steps.
- Demonstrate knowledge and skills in stock control, bookkeeping, and income statement preparation.
- Adopt basic business ethics.

Topics/Course Outline:

1. Basic productivity concepts
2. 5S of Good Housekeeping
3. Stock control
4. Bookkeeping
5. Basic business ethics

Methodology:

- Lecture/Discussion and group exercises

No. of Hours/Days:

- 1 day

Target Participants:

- DOLE livelihood program beneficiaries

Expected Outcome/s:

- Sustained livelihood program
- Moved up to micro/small enterprise from livelihood/informal

