

CPIS - CERTIFIED PRODUCTIVITY IMPROVEMENT SPECIALIST

TITLE	CPIS - CERTIFIED PRODUCTIVITY IMPROVEMENT SPECIALIST
INSTRUCTOR	Certified American Academy Instructor
DESCRIPTIONS	<p>All successful businesses understand the strategic importance of productivity in the workplace. Being productive can help any company improve its performance and better utilise its human resources. A common trait of most productive businesses is happy and healthy workers. This has the follow-on effect of translating into good customer service and interaction which in- turn can lead to improved sales.</p> <p>Essentially, to be productive is to create or to process. The quantity and the quality of what ae put out will determine the value as a member of the workforce or as an entrepreneur. That said, being productive is not just about the abilities. Productivity encompasses knowing what are strengths and weaknesses.</p> <p>It is also about managing the time and being as effective as possible with the time you have to produce value. So how to learn it? In this post, you will get a tour of some of the best productivity courses to help participants become most productive self.</p> <p>The AAPM® certification process, administered by GAFM Board, identifies to the public that those individuals who have been authorized to use the AAPM® certification marks in the globe have met rigorous professional standards and have agreed to adhere to the principles of integrity, objectivity, competence, fairness, confidentiality, professionalism and</p>

	diligence when dealing with clients.
OBJECTIVES	<p>Upon completion of the course, participants will have perspectives on:</p> <ul style="list-style-type: none"> • Understand Productivity • Differentiate Method Study & Work Measurement • Apply Ergonomics Principles • Analyze Wage payment & Incentive Plans • Implement reengineering • Understand different Maintenance methods.
TARGET AUDIENCE	<ul style="list-style-type: none"> • Quality Management Professionals • Operation Management Professionals • Construction and Engineering Professionals • Directors • Academician
DURATION	3 DAYS
COURSE CONTENTS AND DESCRIPTIONS	
<p>Productivity Management Definition.</p> <p>Concept and Importance of productivity, Difference between Production and Productivity, Tools of productivity, Reasons for low productivity, Factors that help increasing productivity, Productivity index, Kinds of productivity measurement, Causes of low productivity and techniques of their elimination, Factors affecting productivity, Technical methods to improve productivity, Main contributors to productivity improvement, Advantages from increased productivity.</p>	

Method Study Definition.

Concept , Objectives and Procedure of method study, Process chart symbols, recording techniques like Flow process charts, Operation, Flow and Two handed Process charts, Flow diagram, String diagram, Multiple Activity chart, Operation Analysis, Analysis of motion, Motion economy, Design of work place layout, Therbligs, SIMO chart.

Work Measurement Definition.

Concept and Objectives of work measurement, Stop watch procedure for collecting time study data, Time estimating techniques like analytical estimating, Predetermine Motion Time System-PMTS, Elemental Motion Time System, Basic Motion Time System, Method Time Measurement, Work factor.

Ergonomics Introduction.

Principles, Work system design, Man-machine system, Human behavior and equipment design, Tools, Techniques and applications, Effect of environment on performance of worker.

Performance Rating.

Wage Payment & Incentive Plans Introduction, Various incentive schemes, Performance Rating.

Business Process Re-engineering (BPR).

Introduction, Development of Business Process Re-engine, BPR is not for everyone, Advantages of BPR, Steps involved in BPR, Application of BPR, Training for BPR, When to reengineer, Ways to fail at BPR, Requirements of BPR, Human Resource Engineering, Fundamentals of BPR, Implementation methodology of BPR, Organizational re-engineering, Organizational re- engineering process, Reengineering



values, Approach to re-engineering, Re- engineering tools, What re-engineering is not, Kinds of changes that occurs in re- engineering, succeeding.

Contemporary Issues in Productivity.

Activities of National Productivity Council and other organizations, Productivity Scenario and changes.

CASE STUDIES

Specific Productivity Improvement cases will be analysed and evaluated to provide technical and process analytical capability to the participants to assist them in coping with actual situation in their productivity improvement implementation programs.