



# NATIONAL DIPLOMA: PRODUCTIVITY

NQF LEVEL 5 / CREDITS: 244

ID: 49794

## PURPOSE

This qualification aims to equip learners with core productivity management competencies, with special emphasis on application. Learners measure and identify the specific productivity improvement needs of the organisation. They then set about planning, organising, and implementing an improvement project. In this way, learners build the core competencies that they need in order to manage the productivity improvement efforts of the organisation.

## CONTENT

### **MODULE 1: Identifying a Potential Productivity Improvement Project**

Starting the process of measuring existing productivity levels in the organisation. Learning about different types of productivity, and the various methods used to measure it. Gathering and analysing actual productivity data from the workplace, and using it to identify priority areas for productivity improvement in the organisation.

### **MODULE 2: Initiating a Productivity Improvement Project**

Getting approval for learners' proposal to improve productivity in the identified priority area. Before doing so, gathering more facts to back up their case, and convincing decision makers to allocate the necessary resources to the project. In particular, engaging in gathering additional information about the role of sales, best practice methods, and skills development in productivity improvement.

### **MODULE 3: Developing a Productivity Improvement Project Plan**

Starting the process of planning the project in detail, after obtaining approval to implement the productivity improvement project. Creating a project action plan that shows what tasks have to be done, and how they will be done within a specific time frame and budget. Having a detailed project plan, by the end of the Module, that has been approved by the project sponsor.

### **MODULE 4: Leading a Productivity Improvement Project Team**

Starting implementation of the productivity improvement project. Having planned the work, learners must now work the plan. Success depends on selecting the best project team members, leading effective project team meetings, and supervising project work. At the same time, learners need to maintain team relationships, discipline, and motivation. Having a fully functioning project team, by the end of the Module, that is implementing the project plan.

### **MODULE 5: Monitoring and Controlling Progress**

Gathering information about productivity improvements gained so far in the project. Focussing on gathering, recording, and analysing information about costs that have an impact on productivity. Investigating the efficiency of information flow in the organisation that is needed to monitor productivity. Preparing cost reports, identifying any deviations from the project plan, and taking the appropriate corrective action.

### **MODULE 6: Managing Change**

Focusing on the final stage of the productivity improvement project; evaluating the success of the project, writing the final report, and planning how to promote and sustain improvements in productivity that the project has generated. Examining the learning culture of the organisation, and prevailing attitudes to change. Writing a final report that includes a strategy to promote productivity improvement in the organisation, and managing the changes involved.