



No. 31101/23
Dt. 17-02-2023

Sub: 23-CP-48-GE-TRC-A: Development of Productivity Specialists from 27-31 March 2023, Digital Multicountry (DMC). (Visit www.npcindia.gov.in/NPC/User/InternationalServices for detailed Project Notification).

Dear Sir,

We invite your kind attention to NPC <https://www.npcindia.gov.in/NPC/User/InternationalServices> with regard to above Asian Productivity Organization (APO) project. The project notification and the APO bio data form are available on the above mentioned page and the same are also attached herewith. The duly filled in **single copy** of Performa enclosed (in excel form only) of the suitable officers for participation as per the para (**Qualifications for Participants**) of the project notification may kindly be forwarded to reach us latest by **6th, March 2023**. In this regard, the following points may be noted.

- **Fees and Charges**

The Participation fees (NON-REFUNDABLE) of **Rs. 500/-** for MSME Sector, Trade Unions and NGO's and **Rs. 1000/-** for others is payable along with the nomination form for each participant.

The requisite amount can be paid through a demand draft/cheque/ECS drawn in favour of National Productivity Council, New Delhi. In the regard, the bank account of NPC details is attached herewith. Kindly e-mail the details of the ECS/RTGS/NEFT payment made, **mentioning the name of applicant in remarks**, to mayank.verma@npcindia.gov.in, isg@npcindia.gov.in, rk.rawat@npcindia.gov.in Please note, in the absence of application fee, the nomination will not be considered.

- **Nomination Procedure**

All nominations should be routed through proper channel and as per the attached APO bio data form. The nominations received after the last date will not be considered. It is the responsibility of the candidates to complete all the official formalities required by their organizations/department for participating in the program.

It is requested to send nominations by e-mail to mayank.verma@npcindia.gov.in, isg@npcindia.gov.in, rk.rawat@npcindia.gov.in (application in prescribed excel format) and one hard copy by post along with the covering letter of the competent authority on company's letter head. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as a faculty in programs on the relevant subject/s, organized by NPC.

We look forward to receiving of nominations from your esteemed organization.

Thanking you,

Yours faithfully,

-sd
(K.D. Bhardwaj)
Director & Head (Int'l Serv.)
for Director General
e-mail: isg@npcindia.gov.in



PROJECT NOTIFICATION

Reference No.: 64

Date of Issue	10 February 2023
Project Code	23-CP-48-GE-TRC-A
Title	Development of Productivity Specialists
Timing	27 March 2023–31 March 2023
Hosting Country(ies)	Malaysia
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	Malaysia Productivity Corporation and APO Secretariat
Participating Country(ies)	All member Countries
Overseas Participants	38
Local Participants	12
Closing Date	10 March 2023
Remarks	Not Applicable

Objectives	<ul style="list-style-type: none"> - Explain the standards and requirements for APO-certified Productivity Specialists based on APO-PS 101 Requirements for Productivity Specialists. - Discuss theoretical and practical knowledge of productivity improvement strategies at firm and organizational levels. - Demonstrate competencies of productivity consultants, trainers, promoters, and researchers.
Rationale	Capacity building of NPOs is a main priority of the APO. Factors such as the restructuring of NPOs, establishment of national productivity agendas, public-sector reform, and raising the competitiveness levels of local industries were identified as issues to be addressed. The recent pandemic requires NPOs to upgrade their capabilities, as many businesses need support for recovery.
Background	<p>The Development of Productivity Specialists course is an APO flagship program. It provides opportunities for NPO professionals to learn about and share know-how and best practices in productivity improvement techniques and methods, as well exchange knowledge and experience.</p> <p>The APO established the Accreditation Body Program to develop NPOs as certification bodies (CBs) of productivity specialist-related schemes. The NPOs of Malaysia, Mongolia, and Vietnam have been accredited, while the National Productivity Council, India, NPO of I.R. Iran, NPO of Pakistan, National Productivity Secretariat of Sri Lanka, and Turkish Management Sciences Institute (TUSSIDE), a partner of the NPO of Turkiye, are in various stages of CB development.</p> <p>This course is a prerequisite for participants to qualify for certification by any APO-accredited CB in member countries.</p>
Topics	<ul style="list-style-type: none"> - APO-PS 101:2019 Requirements for Productivity Specialists - Competency requirements for productivity specialists - Functional competency development of productivity specialists as promoters, trainers, and consultants - Productivity and quality (P&Q) diagnosis and data analysis - Simulation exercises and group presentations - Project preparation for the certification program
Outcome	This course will enhance the skills of participants in providing training and consultancy in productivity tools and techniques. They will be guided in completing all certification requirements and submitting applications to APO-accredited CBs.
Qualifications	Professional staff or associate consultants of NPOs and productivity practitioners, SME managers, or executives involved in productivity enhancement at firm or organizational level by conducting training, consultancy, research, or promotional activities.

Please refer to the implementation procedures circulated with this document for further details.



Dr. Indra Pradana Singawinata
Secretary-General