

Pre-requisites and Competencies prescribed for Certified Productivity Specialists

S.N	Area	Prerequisite
1	Academic Qualification	University degree or diploma with at least 5 years of work experience or equivalent
2	Productivity Training	1) Completed one of the comprehensive productivity training programs listed below.
		a) APO Multicounty Training course on development of productivity practitioners (Basic) OR
		b) APO Multicounty Training course on development of productivity practitioners (Advanced) OR
		c) APO Multicounty Training course on Certified productivity Specialists OR
		d) Aggregation of short training programs covering at least 8 productivity solutions OR
		e) Equivalent national or international face-to-face AND/OR e-learning training course
		2) Passed the assessment conducted by the Certification Body (NPC-CB)
3	Work Experience	1) 2 Years of work experience with implementation of a minimum of 2 project in the field of productivity improvement and
		2) Minimum of 200 work hours on consultancy, training, promotion, and/or research in the last 12 months (comprising advisory work, data collection, analysis, making recommendations, report writing, training design, and training on productivity solutions that are part of the framework for productivity improvement)
4	Client Testimonials	Submit at least 2 positive testimonials from clients on productivity projects undertaken in the last 24 months (To be submitted after passing the examination)
5	Productivity domain expertise	1) Knowledge of and work experience in data collection and productivity diagnosis techniques
		2) Knowledge and understanding of at least 8 productivity solution
		3) Knowledge and applications of at least 1 basic or focused productivity improvement solution
6	Process Skills	Consultancy process, Training process, Research process, Promotion process
7	People Skills	Client Relationship, Stakeholder Management, Communication, Team Management

- For obtaining the certification, the participant has to possess the above mentioned pre-requisites.

- The participant must possess the following prescribed academic qualification and work experience if they want to undergo certification.

Academic Qualification and Work Experience for the certification

Area	Prerequisite
Academic Qualification	University Degree or Diploma with
Work Experience	Atleast five years out of which atleast two years of work/training experience in the field of Productivity improvement