Labour Productivity Techniques Training Course

Professional Development Training Course Outline

Category	Logistics and Supply Chain Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Labour Productivity Techniques Training Course is designed to equip organizations and professionals with advanced skills, practical strategies, and modern methodologies to optimize workforce efficiency. In today's competitive business environment, enhancing productivity is no longer optional but a strategic imperative. This course leverages contemporary labour productivity concepts, time management techniques, workflow optimization strategies, and performance measurement tools to help organizations maximize output while minimizing operational costs. Participants will gain hands-on experience with productivity analysis, process improvement, and effective resource allocation, ensuring measurable performance enhancement across departments.

This course emphasizes the integration of technology, analytics, and human resource strategies to foster a culture of continuous improvement. Through case studies, interactive exercises, and actionable frameworks, learners will develop the ability to identify productivity gaps, implement performance improvement initiatives, and sustain long-term organizational growth. By adopting trending productivity techniques, participants will enhance decision-making capabilities, promote team accountability, and drive organizational excellence, contributing directly to profitability and competitive advantage in their industries.

Programme Curriculum

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Course Objectives

By the end of this course, participants will be able to:

1. Understand core concepts of labour productivity and workforce efficiency
2. Apply time management techniques to optimize daily operations
3. Implement workflow and process optimization strategies
4. Measure and evaluate employee performance effectively
5. Develop key performance indicators (KPIs) for productivity tracking
6. Leverage technology and software tools for workforce management
7. Analyze productivity gaps and design corrective action plans
8. Improve employee engagement and motivation to drive output
9. Utilize benchmarking techniques for performance comparison
10. Integrate Lean and Six Sigma principles into labour management
11. Optimize resource allocation to reduce operational costs
12. Develop sustainable strategies for continuous productivity improvement
13. Enhance decision-making processes through data-driven insights

Organizational Benefits

1. Increased overall workforce efficiency
2. Reduced operational costs through optimized processes
3. Improved employee accountability and performance
4. Enhanced decision-making based on productivity analytics
5. Streamlined workflows across departments
6. Greater employee engagement and job satisfaction
7. Implementation of measurable KPIs for better monitoring
8. Improved organizational competitiveness in the industry
9. Reduced time wastage and resource misallocation
10. Long-term sustainable productivity growth

Target Audiences

1. Human resource managers and team leaders
2. Operations managers and supervisors

3. Project managers and coordinators
4. Business analysts and productivity consultants
5. Manufacturing and production managers
6. Quality assurance professionals
7. Organizational development specialists
8. Mid-level executives seeking efficiency improvement

Course Duration: 5 days

Course Modules

Module 1: Introduction to Labour Productivity

- Understanding productivity fundamentals
- Key productivity metrics
- Labour output vs. organisational performance
- Factors affecting workforce efficiency
- Case study: Manufacturing unit productivity assessment
- Practical exercise on productivity measurement

Module 2: Time Management Techniques

- Prioritization strategies for employees
- Scheduling and task management
- Reducing time wastage
- Tools for effective time tracking
- Case study: Administrative office time analysis
- Practical exercise on task prioritization

Module 3: Workflow Optimization

- Mapping workflow processes
- Identifying bottlenecks
- Process reengineering strategies
- Streamlining operations for efficiency
- Case study: Service sector workflow improvement
- Hands-on exercise for workflow redesign

Module 4: Performance Measurement and KPIs

- Setting measurable KPIs
- Monitoring employee output
- Performance appraisal techniques

- Reporting and analytics
- Case study: KPI implementation in a retail chain
- Practical exercise on KPI tracking

Module 5: Technology for Productivity Management

- Software tools for workforce management
- Digital dashboards and reporting
- Automation opportunities
- Real-time monitoring of labour output
- Case study: Digital productivity tool implementation
- Hands-on software demonstration

Module 6: Employee Motivation and Engagement

- Techniques to boost morale and productivity
- Incentives and reward systems
- Effective communication strategies
- Building a positive organizational culture
- Case study: Engagement-driven productivity improvements
- Role-play exercise on motivational strategies

Module 7: Lean and Six Sigma for Labour Efficiency

- Introduction to Lean principles
- Waste reduction techniques
- Six Sigma methodology for productivity
- Continuous improvement cycles
- Case study: Lean implementation in a logistics company
- Simulation exercise on Six Sigma projects

Module 8: Productivity Gap Analysis

- Identifying gaps in labour performance
- Root cause analysis
- Corrective action planning
- Monitoring improvement measures
- Case study: Gap analysis in a service organization
- Practical exercise on productivity gap assessment

Training Methodology

- Interactive lectures and presentations
- Hands-on exercises and practical simulations
- Real-life case studies and problem-solving
- Group discussions and brainstorming sessions
- Role-playing and scenario-based learning
- Continuous assessments and feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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