



WHO CAN AVAIL?

Micro, small and medium enterprises (MSMEs) can avail of the productivity toolbox.

Eligible Beneficiaries:

- Duly registered MSMEs
- With basic systems in place e.g. human resource management, production, maintenance
- Interested to avail and willing to implement productivity improvement program

Productivity Toolbox offers free learning and development through training interventions designed to support MSMEs in adopting systems and technology to improve productivity.

BASIC TRAINING

Trainings that focus on productivity concepts, work values, and foundational enterprise systems.

INTERMEDIATE TRAINING

Trainings on productivity enhancement through innovative strategies in enterprise management, customer engagement, market expansion, resilience, and sustainability.

ADVANCED TRAINING

Trainings that provide specialized knowledge and tools to address complex challenges and improve productivity in specific areas.

SPECIALIZED TRAININGS

Trainings that develop specific skills and work ethics that support career growth, productivity, and effective contributions in various roles.

PRODUCTIVITY TOOLBOX

Interested MSMEs may apply at the nearest RTWPB office in their region or through the NWPC website.



Productivity Olympics

Recognition and Incentives

Companies that have completed the series of trainings offered in productivity toolbox are encouraged to join the Productivity Olympics.

Productivity Olympics is a biennial national competition for best productivity improvement programs and practices of MSMEs in the agribusiness, service and industry sectors. It seeks to heighten national consciousness and commitment to quality and productivity and showcase best designed and successfully implemented productivity improvement programs and practices.



Enhancing worker and enterprise productivity through quality and productivity training and technical assistance



BASIC TRAINING

PRODUCTIVITY

Productivity 101 provides a basic orientation on productivity concepts, measures, tools and techniques.

7S of Good Housekeeping introduces a workplace organization method consisting of different approaches to maintain a tidy, clutter-free work area that fosters efficiency and improves productivity.



ISTIV-Productivity Awareness Program provides a values-driven human resource intervention for quality and productivity improvement by developing five key attributes in employees: Industrious, Systematic, Time-conscious, Innovative, and a strong Value for Work.

ISTIV Bayanihan aims to enhance the management practices of micro enterprises including Barangay Micro Business Enterprises (BMBEs) to foster their growth.



Effective Cash flow Management addresses the importance of cash flow management by discussing common cash flow problems, effective strategies to overcome these challenges, and the role of cash flow forecasting in ensuring financial stability and supporting enterprises' growth and overall productivity.

Green My Enterprise (Green ME) integrates productivity and environmental sustainability through practical low-cost solutions focused on waste reduction and resource efficiency in workplaces and communities.



Better Mental Health for Better Productivity provides a concise insight into the basics of mental health and its importance in the workplace, and helps employees and employers better understanding of common mental health risks and strategies for handling them.



Hired and Inspired: Jumpstarting Productivity through Effective Onboarding of New Employees provides a clear and practical guide to effective employee onboarding, explains why it matters for productivity and retention, and details the design and implementation of a structured onboarding process.



INTERMEDIATE TRAINING

Design Thinking: A Tool for Enterprise Productivity guides MSMEs in learning and applying human-centered techniques to solve problems more creatively and innovatively.



Improving Productivity Through Financial Analysis deals with productivity measurements, financial ratios, and other business performance methodologies that can be used to analyze and evaluate productivity and business improvements.

Improving Productivity through Employee Engagement focuses on helping MSMEs recognize the value of actively involving their employees and offers practical techniques for implementing effective engagement activities to boost overall productivity.



Improving Productivity Through Inventory Management covers tracking the movement of goods and items and explores tools and digital technologies for MSMEs to improve business and optimize inventory systems.



ISTIV Plus (Succeeding in Business) combines productivity values and productivity techniques using a knowledge dialogue mechanism between labor and management.

Lean Management provides basic tools and techniques for enhancing customer value by optimizing resources and reducing various forms of waste to improve overall enterprise efficiency.



Marketing Productivity equips participants with basic concepts of marketing and the 7Ps of marketing mix: product, price, place, promotion, process, people, and physical evidence.

Productive Entrepreneurship and Basic Business Planning equips participants with basic concepts of entrepreneurship and how to create a comprehensive business plan.



Advancing Productivity via Organization Development explains the concept, phases, and categories of organization development (OD) and equips participants in designing and implementing appropriate OD strategies to improve enterprise productivity.

Improving Productivity Through Operations Management provides practical knowledge and tools in improving operational efficiency and productivity through optimizing organizational processes, resources, and work systems.



Smart Productivity: Transforming MSMEs through Digital Innovation introduces the **SMART PRODUCTIVITY** concept and role of digital innovation in improving productivity and equips enterprises in adopting and implementing a digital productivity plan.

Improving Productivity through Social Media explains the concepts of social media and social media marketing and guides the participants on how to create a social media plan.



Service Quality and Building Customer Advocacy utilizes quality management tools and techniques to develop innovative solutions to reduce errors in service.



Starting and Growing Your Online Business covers basic knowledge of online business models and teaches strategies for enhancing online business productivity.



Retail and Visual Merchandising covers the fundamentals of merchandising including the strategic presentation and marketing of the right product at the right price, in the right quantity, place, and time.



Brand Reputation guides MSMEs in establishing the identity of their brand and business as a whole.



Business Continuity and Resiliency Planning assists MSMEs in developing and implementing strategies that mitigate the impact of disruptions and disasters, ensure continuity and resilience, and contribute to environmental sustainability.



Green Productivity Towards Greener Industrialization promotes sustainable industrial development by applying systematic approaches like the EARTH cycle to enhance productivity and environmental performance across production, distribution, and consumption systems.



Work-Life Balance Leading to Productivity imparts the importance of implementing practices to enhance employees' well-being and offers tips for MSMEs to develop and maintain a work-life balance program that promotes a health productive environment



ADVANCED TRAINING



Incentivizing Performance: Productivity and performance-Based Incentive Scheme assists MSMEs in establishing workplace programs to boost worker productivity and enterprise performance, and generate additional revenues or savings that can be shared with workers as incentives.

Service Quality Plus integrates productivity enhancement strategies for private enterprises and government agencies in the tourism and hospitality value chain to elevate the overall experience for tourists by optimizing various activities within the industry.



SPECIALIZED TRAINING



Produktibong Kasambahay Kaagapay sa Pamumuhay provides an orientation on the rights and responsibilities of *kasambahay*, including the right values and attitude at work to become productive.

An Approach to Productive Career Choice provides various pathways not only for new work entrants and career shifters but also for students selecting their strands in senior high school to help them make the best long-term career choice.



Work Ethics of a Productive Worker readies the jobseekers to embody different productive values and prepares them with the necessary skills and attitude to effectively blend into their potential company culture.