



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Productivity Improvement Action Plan Development And Implementation Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 114877 · NQF Level 4 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to develop and implement productivity improvement action plans in a workplace context. Participants will learn to analyze current productivity levels, identify areas for improvement, and design actionable plans that drive measurable results. The course emphasizes practical application to ensure sustainable productivity gains.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	114877
Accreditation	SAQA Accredited · NQF Level 4 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply productivity measurement tools to assess current performance levels.
- Analyze workplace processes to identify inefficiencies and improvement opportunities.
- Design a comprehensive productivity improvement action plan with clear objectives and timelines.
- Implement the action plan using change management techniques and stakeholder engagement.
- Evaluate the effectiveness of the implemented plan and make adjustments as needed.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, supervisors, and employees responsible for improving workplace productivity.
- It is also suitable for individuals seeking to enhance their skills in operational efficiency and performance management.

COURSE OUTLINE

Day 1: Foundations of Productivity and Performance Management

- Introduction to productivity: definitions, importance, and benefits.
- The productivity improvement cycle: assessment, planning, implementation, evaluation.
- Identifying and selecting appropriate KPIs.
- Common productivity barriers: time wasters, poor processes, lack of skills.
- Overview of action plan components: objectives, activities, resources, timelines.
- Case study: successful productivity improvement in a South African organisation.

Day 2: Analysing Current Productivity Levels and Identifying Improvement Opportunities

- Data gathering methods: observation, interviews, surveys, records review.
- Quantitative vs qualitative productivity measures.
- Root cause analysis techniques: 5 Whys, fishbone diagram, Pareto analysis.
- SWOT analysis for productivity context.
- Prioritisation matrix: impact vs effort.
- Practical exercise: conducting a mini productivity assessment.

Day 3: Developing a Comprehensive Productivity Improvement Action Plan

- SMART objectives for productivity improvement.
- Action planning framework: tasks, owners, deadlines, resources.
- Risk assessment and mitigation strategies.
- Resource planning: human, financial, material.
- Monitoring plan: milestones, checkpoints, review dates.
- Group activity: drafting a sample action plan.

Day 4: Implementing the Action Plan and Managing Change

- Implementation roadmap: phases and critical steps.
- Change management models (e.g., Kotter, ADKAR) applied to productivity.
- Stakeholder analysis and communication strategy.
- Techniques for overcoming resistance to change.
- Progress tracking tools: dashboards, checklists, reports.
- Role-play: handling a resistance scenario.

Day 5: Evaluating Impact, Sustaining Gains, and Continuous Improvement

- Evaluation methods: before-and-after comparison, cost-benefit analysis.
- Continuous improvement tools: PDCA cycle, Kaizen.
- Sustaining improvements: standardisation, training, performance management.
- Building a culture of productivity: recognition, feedback loops.
- Final presentation of individual action plans.
- Course summary and certification guidance.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114877) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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