

Productivity Growth Programme

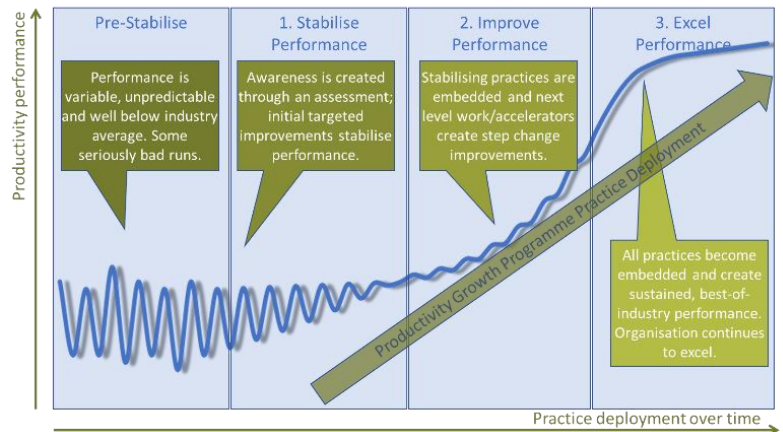


Productivity People was founded with the purpose of assisting New Zealand companies in maximising their productivity potential. This is achieved and sustained through instilling a culture of Continuous Improvement.

Our Productivity Growth Programme is a proven methodology for developing your business from its current position to a value led, process driven organisation capable of responding to changing market needs.

Typical outcomes from our Productivity Growth Programme include:

- 30-100% growth in productivity
- 3 – 10 times the return on investment of the Productivity Growth Programme
- Increased engagement of staff across all level of the organisation



How Does the Programme Work?

Our Productivity Growth Programme has three key phases: Ready? Set? Go!



Ready?

An analysis of the current state of your company

In discussion with you we begin to understand your business, its size, scale, products, and markets, and which best practices will be critical to improving your business performance. Based on this analysis we recommend which of our 24 best practices from our Productivity Growth© assessment tool, are relevant to your company.







We then work through the assessment process with you either on site or remotely to define which of the four stages of maturity you are at for each best practice (Pre-stabilisation / Stabilise / Improve / Excel). The rings in the

Productivity Growth Wheel represent the maturity level; coloured-in segments away from the centre means a higher level of maturity, i.e. colour in ring 1 means you have achieved the ‘Stabilise’ phase; colour in ring 2 means you have achieved the ‘Improve’ phase; the third ring means you are at “Excel’. Greyed out practices are not deemed essential for your business.

This practice maturity model identifies current areas of high Practice maturity as well as Practices that are underdeveloped, and with that gap analysis an improvement plan can be developed.

An example of our Productivity Growth© Best Practice Assessment

5S Pre- stabilisation	Stabilisation	Improve	Excel
 <ul style="list-style-type: none"> • Equipment has no dedicated location • People spend time searching for stuff • Cleaning happens occasionally with no set routine or standard • Old, damaged and unneeded equipment and information is not cleared away 	 <ul style="list-style-type: none"> • Necessary equipment and work in progress has marked locations • Anything that is not needed is removed from the work area • There is a regular cleaning routine • Information has good filing structure and version control 	 <ul style="list-style-type: none"> • The standard for the area is displayed with photos and clearly written expectations • The area is routinely audited to maintain standards and identify improvements • Everyone takes pride in their area • All info can be found in 30 secs 	 <ul style="list-style-type: none"> • 5S Standards are reviewed and routinely improved • A 100% audit result is normal • The team regularly improve the storage, flow of parts, tools, equipment and information to make the job easier and quicker



Set? improvements

A plan with prioritised

The Productivity Growth© assessment tool has an inbuilt algorithm that recommends a sequence of improvement activities. Based on this recommendation, our consultants will work with you to confirm which Best Practices will have the biggest impacts on achieving your business priorities whilst ensuring that all the gains are locked in through effective change leadership.

The output is a clear implementation plan with milestones together with an understanding of the resources required.

High level implementation plan

The implementation plan defines the order in which the best practices should be implemented to deliver both short term business improvement and long term sustainability

Next 90 days

- Leading Change
- Health and Safety
- 5S
- Daily Management Systems
- Teamwork

3-6 months

- Standard Work
- Leader Standard Work
- Administrative Processes



The actual implementation and realisation of benefits

This is the point at which transforming your business starts with the support of our How To Guides. These guides explain in plain English:

- Why the Best Practice is relevant?
- What is required to implement it?
- How to work through the implementation in logical steps?

The How-To Guides are succinct documents with visual examples of the practice implemented in real life businesses.

The collage shows the first four pages of a 'PPL Best Practice How-To Guide'. Each page has a header with the title and a small icon. The pages contain text, bullet points, and tables. Page 1 (Step 1) discusses the purpose of 5S and lists benefits. Page 2 (Step 2) details preparation steps like identifying items and categorizing them. Page 3 (Step 3) describes how to identify items and their locations. Page 4 (Step 4) explains how to find the best location for items and lists principles to consider.

The collage shows the final four pages of a 'PPL Best Practice How-To Guide'. Each page has a header with the title and a small icon. The pages contain text, bullet points, and tables. Page 5 (Step 5) discusses sustaining the 5S system and lists key points. Page 6 (Step 6) describes the review process and lists key points. Page 7 (Step 7) discusses the review process and lists key points. Page 8 (Step 8) discusses the review process and lists key points.

Each How-To Guide includes facilitator notes to provide guidance on how best to provide guidance on a Best Practice as well as pitfalls to avoid.

The How-To Guides are supported by a series of ready to use templates. These templates are customisable for your companies branding to be added if you would choose to do so.

Company LOGO

5S Standard & Expectations

DEPARTMENT: _____ AREA: _____

(PHOTOGRAPH)

(The work area in the ideal 5S condition)

Expectations

(WHAT IS EXPECTED OF THE TEAM)
 (How should things be stored)
 (What should be cleaned)
 (What needs to be returned)
 (Where should any work in progress be located)
 (What standard is expected. For **example** bench tops need to be clean)
 (How the area should be left and when. For **example** at end of the shift)

Signed _____ Manager
 Signed _____ Team Leader

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5S BOARD

5S
AUDIT

5S
AUDIT
SCHEDULE

5S AUDIT RESULTS

Workplace Organisation (5S) Standard & Expectations

5S
STANDARDS

5S
ROSTERS

The level and mix of support required for the implementation is up to you, we can provide on-site support complemented with regular remote support or you can run this program with remote support only. The key factor is the rate of progress your business wants to make and the commitment of hands-on involvement from senior leadership.

Productivity Growth Support Models and Costs



The Productivity Growth Programme is flexible, accommodating several factors such as existing best practice knowledge and experience, geographical location, and budget availability. The programme has a targeted support model and a Full support model and tailored options in between can be co-designed.

Targeted: Online support, specific material access, optional site visits

Full: Longer, in-depth, online and site visits, full material access

- Costs range from \$10,000 +GST for the targeted programme to \$50,000 +GST for the full programme. Bespoke partnering programmes are also available.
- Several funding options are available; the targeted programme is funded by the Regional Business Partner Network for qualifying organisations.
- Support is provided by a team of consultants ensuring you have access to a wide range of skill sets.
- Our team will check on progress regularly through support calls and with the full programme will visit your business every two months.

Contact us today if you would like to know about how to improve your productivity and achieve sustained high levels of performance:

W: www.productivitypeople.co.nz P: 0800 776 736 (0800 pro people) E: info@productivitypeople.co.nz

Productivity People operates nationwide; we are a founding member of the Global Lean Alliance
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