



KEMENTERIAN KETENAGAKERJAAN R.I.  
DIREKTORAT JENDERAL  
PEMBINAAN PELATIHAN DAN PRODUKTIVITAS

Jalan Jenderal Gatot Subroto Kav. 51 Lantai VI, Jakarta Selatan 12950 Telepon/Faksimile (021) 52963356

Jakarta, 13 Desember 2017

Nomor : B.7/2 /LATTAS/XII/2017  
Lampiran : 1 eks.  
Perihal : Kegiatan APO: *Self-learning e-Course*

Yth.  
Daftar Terlampir  
di-

T e m p a t

Dengan ini diinformasikan bahwa Sekretariat *Asian Productivity Organization* (APO) yang berkedudukan di Tokyo, Jepang, bekerja sama dengan Direktorat Bina Produktivitas, Kemnaker RI (NPO Indonesia), akan menyelenggarakan pelatihan jarak jauh, dengan topik sebagai berikut:

1. *Self-learning e-Course on Productivity Tools and Techniques (Basic)*, sampai dengan tanggal 31 Desember 2018. Pendaftaran dilakukan secara langsung melalui the APO Institute of Productivity e-learning web portal: <http://apo-ipro.org/>
2. *Self-learning e-Course on Productivity Tools and Techniques (Advanced)*, sampai dengan tanggal 31 Desember 2018. Pendaftaran dilakukan secara langsung melalui the eAPO web portal: <http://eAPO-tokyo.org>

Berkaitan dengan hal tersebut, mohon dukungan dan kerjasama Bapak/Ibu/Saudara untuk dapat mengikuti kursus tersebut dan atau menghimbau para pegawai/instruktur/mahasiswa yang berminat untuk mengikuti *self-learning e-Course* tersebut. Keterangan lebih lanjut terlampir pada *Project Implementation Plan* (PIP) terlampir atau dapat menghubungi Direktorat Bina Produktivitas, Ditjen Binalattas, Kemnaker, melalui fax. 021-52963356, atau email : [npoindonesia@yahoo.co.id](mailto:npoindonesia@yahoo.co.id).

Demikian, atas perhatian dan kerjasamanya diucapkan terima kasih.

Direktur Jenderal  
Pembinaan Pelatihan dan Produktivitas  
selaku Direktur APO Indonesia,  
  
Bambang Satrio Lelono, MA  
NIP. 19620705 198803 1 002

Tembusan :  
Sekretaris Jenderal Kemnaker R.I.

**Daftar Tujuan Surat :**

1. Para eselon 2 dilingkungan Ditjen Binalattas
2. Para ka UPTP dilingkungan Ditjen Binalattas
3. Ka. BPPD di seluruh Indonesia
4. Rektor Universitas Indonesia
5. Rektor Universitas Trilogi
6. Rektor Universitas Hasanuddin, Makassar
7. Rektor Universitas Gajah Mada, Yogyakarta
8. Rektor Universitas Airlangga, Jawa Timur  
Rektor Universitas Udayana, Bali



## PROJECT IMPLEMENTATION PLAN ADDENDUM

7 November 2017

1. **Project Code** 17-IN-06-GE-DLN-A-02
2. **Project Title** Self-learning e-Course on Productivity Tools and Techniques (Basic)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016; Project Implementation Plan 17-IN-06-GE-DLN-A-02 dated 27 March 2017
4. **Timing and Duration** 1 April–30 November 2017 (eight months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 1
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing and Duration”

### 7-1 Change in Item No. 4 “Timing and Duration”

The timing and duration of the Self-learning e-Course on Productivity Tools and Techniques (Basic) have been changed to **1 April 2017–31 December 2018** (21 months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 December 2016 and Project Implementation Plan dated 27 March 2017 pertaining to this course remain valid.

Saethi Kanoktanaporn  
Secretary-General

pool of practitioners fully equipped with skills, knowledge, and ability to lead productivity improvement initiatives through promotion, consultancy services, and training.

As the leader of the productivity movement in the Asia-Pacific region, the APO has developed many effective programs to enhance the capacity building of NPOs that serve as productivity champions in their countries. The programs known as Development of Productivity Practitioners (DPP): Basic and Advanced have been implemented for more than two decades with the main objective of creating a pool of experts and specialists in productivity improvement at the organizational and national levels.

To expand the coverage of those programs, the APO launched self e-learning courses to provide learners with a clear understanding of the background of the productivity movement in the Asia-Pacific, fundamental concepts of productivity, and selected tools and techniques for productivity improvement. This course is considered to be the foundation and is necessary preparation before participants take the APO-certified Productivity Practitioner Course.

## 10. Scope and Methodology

### Scope

The course will cover the following modules:

- Module 1: Introduction to Productivity, Quality, and Competitiveness ✓
- Module 2: Background of the Productivity Movement ✓
- Module 3: Profiles of Productivity Practitioners ✓
- Module 4: Basics of Productivity Measurement ✓
- Module 5: Basic Productivity and Quality Tools and Techniques ✓
- Module 6: Introduction to Total Quality Management ✓
- Module 7: Final Exam ✓

### Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

## 11. Qualifications of Candidates

The target groups are SME staff and managers, government officials, and NPO staff involved in consultancy and training for SMEs.

## 12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Santhi Kanoktanaporn  
Secretary-General



## PROJECT IMPLEMENTATION PLAN ADDENDUM

7 November 2017

1. **Project Code** 17-IN-06-GE-DLN-A-03
2. **Project Title** Self-learning e-Course on Productivity Tools and Techniques (Advanced)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016; Project Implementation Plan 17-IN-06-GE-DLN-A-03 dated 22 May 2017
4. **Timing and Duration** 1 July–1 December 2017 (five months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 1
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing and Duration”

### 7-1 Change in Item No. 4 “Timing and Duration”

The timing and duration of the Self-learning e-Course on Productivity Tools and Techniques (Basic) have been changed to 1 July 2017–31 December 2018 (18 months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 December 2016 and Project Implementation Plan dated 22 May 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn  
Secretary-General

is a prerequisite course for participants from APO member countries before attending multicountry face-to-face courses on similar topics.

## **10. Scope and Methodology**

### **Scope**

The course will cover the following modules:

- Module 1: Productivity Measurement
- Module 2: Business Excellence
- Module 3: Lean Techniques
- Module 4: Basic Statistical Data Analysis
- Module 5: Value Stream Mapping
- Final Exam

### **Methodology**

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

## **11. Qualifications of Candidates**

The target groups are SME managers, government officials, and NPO consultants involved in consultancy and training for SMEs.

## **12. Eligibility for e-Certificate**

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

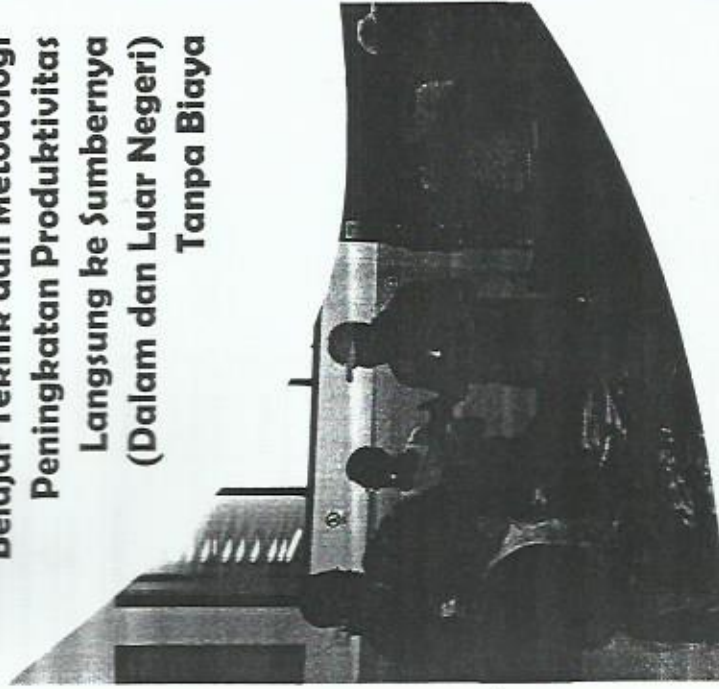
**Note:** Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Santhi Kanoktanaporn  
Secretary-General

# PENINGKATAN PRODUKTIVITAS melalui FASILITASI ASIAN PRODUCTIVITY ORGANIZATION (APO)

## Belajar Teknik dan Metodologi Peningkatan Produktivitas Langsung ke Sumbernya (Dalam dan Luar Negeri) Tanpa Biaya



Kementerian Ketenagakerjaan RI  
Direktoral Jenderal Pembinaan Pelatihan dan Produktivitas  
Direktoral Bina Produktivitas  
2017

Ranking	Project Code	Project Title	Venue
67	18-AG-31-GE-RES-B	Research on Benchmarking the Productivity of Major Crops	APO Secretariat
68	18-PP-05-GE-RMT-B	Research Meeting on Productivity Policy Implications for National Productivity Enhancement	Bangladesh
69	18-PP-12-GE-COM-A	Forum on Fostering the Role of International Organizations in Productivity Policy Advisory for APO Member Countries	To be decided
70	18-IN-00-GE-OSM-B	Multicountry Observational Study Mission on Regulatory Review Enhancing Public-sector Productivity	Philippines
71	18-PP-16-GE-COM-A	Conference on Evidence-based Productivity Analysis and Policy Formulation for Furthering Potential Growth in the Asia-Pacific Region	To be decided
72	18-PP-25-GE-RMT-B	Research Meeting on Social Commerce for SMEs	Mongolia

### <Out Of Ranking>

Ranking	Project Code	Project Title	Venue
73	18-AG-34-GE-COM-A	Conference on Agriculture Policies in Asia	Indonesia
74	18-AG-08-GE-OSM-B	Multicountry Observational Study Mission on Successful Models of Integrated Farming	Indonesia
75	18-AG-32-GE-TRC-A	Training Course on Food Quality Standards for Enhancing Market Access	Lao PDR
76	18-IN-05-GE-TRC-A	Training Course for Energy Managers and Energy Auditors: ISO 50001	Mongolia
77	18-IN-02-GE-COM-B	Conference on Public-sector Productivity: e-Governance for Smart Public Services	IR Iran
78	18-PP-24-GE-RES-B	Research on Public Policy Innovations for Promoting Smart Factories	APO Secretariat
79	18-PP-31-GE-TRC-B	Expansion of the Network of the International Green Advisory Committee and Green Productivity Advisory Committees	APO Secretariat
80	18-IN-00-GE-WSP-B	Workshop on Quality Customer Service for the Service Sector	Thailand

### Syarat ikut serta

- ✓ Mampu berbahasa Inggris (lisan dan tulisan)
- ✓ Diusulkan oleh organisasi/perusahaan yang telah memperoleh recruitment letter dan project notification yang ditandatangani oleh Direktur APO Indonesia
- ✓ Mengisi form biodata yang telah disiapkan
- ✓ Untuk individual country projects, agar membuat proposal sesuai aplikasi APO
- ✓ Surat pengantar dari instansi/organisasi, form biodata, atau proposal sesuai aplikasi agar dikirim ke Sekretariat National Productivity Organization (NPO) Indonesia, Direktorat Bina Produktivitas, Ditjen Pembinaan Pelatihan dan Produktivitas, Kementerian Ketenagakerjaan RI, atau melalui email: [npoindonesia@yahoo.co.id](mailto:npoindonesia@yahoo.co.id)
- ✓ Lulus seleksi APO

Pengalaman dan keterampilan yang diperoleh dari kegiatan APO diharapkan dapat difasilitasi ke orang lain dan diterapkan bersama sehingga terjadi peningkatan produktivitas yang masif dan membudaya.

### Informasi lebih lanjut, agar menghubungi :

Direktoral Bina Produktivitas  
Jalan Jenderal Gatot Subroto Kav.51, Lantai VIB, Jakarta Selatan.  
Telepon. 021-529963356, email : [npoindonesia@yahoo.co.id](mailto:npoindonesia@yahoo.co.id)

Detail kegiatan yang difasilitasi APO dapat dilihat di website APO  
[www.apo-tokyo.org](http://www.apo-tokyo.org)

Ranking	Project Code	Project Title	Venue
14	14-GE-DUN-A	e-Learning Course on Customer Satisfaction Management for the Health Sector	e-Learning
14	14-GE-WSP-A	Workshop on Service Innovation in ICT for the Banking Sector	IR Iran
35	35-GE-TRC-B	Training of Trainers in Planning and Management of e-Businesses for Women Entrepreneurs	Malaysia
13	13-GE-WSP-B	Workshop on Total Productive Maintenance Applications for Manufacturing	Bangladesh
29	29-GE-WSP-A	Workshop on Packaging and Labeling of Food Products to Enhance Market Access	Pakistan
06	06-GE-RES-B	Research on Industrial Policy Implications for Boosting SME Productivity	APO Secretariat
12	12-GE-WSP-B	Advanced Agribusiness Management Course for Executives and Managers	Indonesia
15	15-GE-RES-B	Research on Development of a Labor Quality Database on APO Economies	APO Secretariat
22	22-GE-RES-B	Research on ICT Innovation for Promoting Productivity Growth in the SME sector	APO Secretariat
50	50-GE-COM-A	APO International Productivity Showcase and Best Practice Networking Forum on the Public Sector	Sri Lanka
31	31-GE-TRC-B	Training Course on Food Safety Management Systems: Advanced Course for SMEs in the Food Industry	Bangladesh
21	21-GE-OSM-A	Multicountry Observational Study Mission for Mass Media Practitioners on Rural Communities Revitalization Models	APO Secretariat
23	23-GE-OSM-B	Multicountry Observational Study Mission on Public Policy Innovation for Human Capital Development	To be decided
47	47-GE-SMN-A	Study Mission to a Nonmember Country on Hybrid Renewable Energy Applications	Europe
30	30-GE-TRC-B	Training Course on Cold Chain and Logistics Management	Thailand
25	25-GE-OSM-B	Multicountry Observational Study Mission on Public-sector Productivity for High-level Officials	China, Rep. of
42	42-GE-OSM-B	Multicountry Observational Study Mission on Benchmarking Service Delivery and Productivity for Local Government Leaders	To be decided
15	15-GE-TRC-B	Training Course on Waste Management in Agribusiness	Vietnam
19	19-GE-TRC-B	Training Course on Strengthening the Participation of Producers' Associations and Farmers' Cooperatives in Value Chains Bioplastics	IR Iran
40	40-GE-COM-A	3 <sup>rd</sup> International Conference on Biofertilizers and Biopesticides	China, Rep. of
10	10-GE-RMT-A	Research Meeting on Science, Technology, and Innovation Policies and Productivity Enhancement	Vietnam
48	48-GE-TRC-A	Training Course on Developing Strategic Leadership for the Public Sector	Sri Lanka
02	02-GE-WSP-B	Workshop on Advanced Farm Mechanization: Livestock and Poultry	APO Secretariat
11	11-GE-WSP-A	Workshop on International Marketing of Agrifood Products	Sri Lanka
04	04-GE-SMN-A	Study Mission to a Nonmember Country on Commercialization of Biotechnology in Agriculture	USA
09	09-GE-DUN-A	e-Learning Course on Management Innovation in SMEs	e-Learning
24	24-GE-OSM-A	Multicountry Observational Study Mission for Mass Media Practitioners on Best Practices in the Development and Management of Community-based Rural Tourism	China, Rep. of
17	17-GE-RES-B	Research for Development of the Database on Potential Economic Growth and Productivity Projections for APO Economies	APO Secretariat
09	09-GE-COM-B	Forum on Productivity Measurement Analysis and Policy Implications for APO Member Economies	To be decided
09	09-GE-SMN-B	Study Mission to a Nonmember Country on Strategic Labor Policies and Labor Productivity Enhancement	Europe
26	26-GE-TRC-A	Training Course on Global Food Safety Initiatives	Indonesia
08	08-GE-TRC-A	Training Course on Climate Change Adaptation and Disaster Risk Management in Agriculture	IR Iran

Ranking	Project Code	Project Title	Venue
64	17-RP-09-GE-RES-B	Research on Productivity Measurement Analysis and Policy Implications	APO Secretariat
65	17-RP-08-GE-RMT-B	Research Meeting on Strategic Labor Policies and Labor Productivity Enhancement	To be decided
66	17-AG-28-GE-WSP-A	Workshop on Climate Change Adaptation and Disaster Risk Management in Agriculture	Sri Lanka
67	17-AG-29-GE-CON-B	Forum on Strengthening National Food Safety Standards	Pakistan
68	17-AG-14-GE-RES-B	Research on Land Productivity Measurement	APO Secretariat

### <Government of Japan Special Cash Grant Projects>

Ranking	Project Code	Project Title	Venue
69	17-AG-36-GE-3RP-OSM-B	Multicountry Observational Study Mission on Modern Food Production Process Management System	APO Secretariat
70	17-AG-36-GE-3RP-OSM-B	Multicountry Observational Study Mission on Food Value Chain Management	APO Secretariat

### <Out Of Ranking>

Ranking	Project Code	Project Title	Venue
71	17-RP-05-GE-RES-B	Research on Productivity Policy Implications for National Productivity Enhancement	APO Secretariat
72	17-RP-12-GE-RES-B	Research on Productivity Advisory Roles of International Organizations for APO Member Governments	APO Secretariat
73	17-IN-40-GE-WSP-B	Workshop on Regulatory Review for Improving the Ease of Doing Business	Philippines
74	17-IN-32-GE-TRC-A	Training Course on Knowledge Management and Innovation for Local Government Authorities	IR Iran
75	17-RP-16-GE-RMT-B	Research Meeting on Evidence-based Productivity Analysis and Policy Recommendations for APO Economies	To be decided
76	17-RP-25-GE-RES-B	Research on Social Commerce in SMEs	APO Secretariat
77	17-AG-38-GE-RES-B	Research on Agriculture Policies in Asia	APO Secretariat
78	17-AG-06-GE-WSP-B	Workshop on Successful Models of Integrated Farming	Bangladesh
79	17-AG-33-GE-WSP-B	Workshop on Food Quality Standards for Enhancing Market Access	Vietnam
80	17-RP-32-GE-CON-A	International Environmental and Economic Forum	Vietnam

### Tahun 2018

Ranking	Project Code	Project Title	Venue
81	18-AF-01-GE-INF	Development of Publication Materials	-
82	18-AF-02-GE-INF	Public Relations	-
83	18-AF-03-GE-INF	IT Support	-
84	18-AF-06-GE-OSM	50 <sup>th</sup> Session of the Governing Body	MCs
85	18-AF-06-GE-WSM	50 <sup>th</sup> Workshop Meeting of Heads of NPOs	MCs
86	18-AF-07-GE-NT	International Cooperation	-
87	18-AF-GE-ADM	Administration	-
88	18-AG-23-GE-DLNA	Self-learning e-Courses for the Agriculture Sector	e-Learning
89	18-AG-38-GE-NFP-C	National Follow-up Program (NFP)	MCs
90	18-IN-01-GE-OSM-C	Individual-country Observational Study Missions	MCs
91	18-IN-02-GE-RES-C	Technical Expert Services	MCs
92	18-IN-03-GE-BOBMC	Bilateral Cooperation Between NPOs	MCs
93	18-IN-04-GE-DMP-C	Development of Demonstration Companies	MCs
94	18-IN-05-GE-DLNA	Self-learning e-Courses for the Industry and Service Sectors	e-Learning
95	18-IN-02-GE-DOV-C	Institutional Strengthening of NPOs by Development of Productivity Practitioners	MCs
96	18-RP-01-GE-RES-C	Program Development Fund	APO Secretariat

Ranking	Project Code	Project Title	Venue
1	18-RP-03-GE-IMP-A	Impact Evaluation Study	APO Secretariat
2	18-RP-03-GE-DOV-C	Development of Centers of Excellence	MCs
3	18-IN-31-GE-TRC-A	Training Course on Development of Productivity Practitioners: Advanced	Malaysia
4	18-IN-30-GE-TRC-A	Training Course on Development of Productivity Practitioners: Basic	Philippines
5	18-RP-13-GE-RES-A	APO Productivity Database & Databook	APO Secretariat
6	18-RP-21-GE-CON-B	International Conference on Knowledge Productivity	To be decided
7	18-IN-20-GE-TRC-A	Training Course on Lean Manufacturing Systems	Malaysia
8	18-IN-43-GE-OSM-B	Multicountry Observational Study Mission on Innovation and Competitiveness in SMEs	China, Rep. of
9	18-RP-19-GE-RES-B	Research on Monitoring and Evaluating the Status of Productivity Enhancement in Member Countries	APO Secretariat
10	18-IN-44-GE-OSM-B	Multicountry Observational Study Mission on SME Development	Korea, Rep. of
11	18-IN-37-GE-TRC-B	Training Course on Basic Productivity Tools for Industries	Lao PDR
12	18-AG-01-GE-WSP-B	Workshop on Smart Agricultural Extension Models	Bangladesh
13	18-RP-04-GE-RES-B	Research on Good Policies for Driving Productivity Growth	APO Secretariat
14	18-IN-34-GE-TRC-A	Training of Trainers and Consultants in Green Productivity	China, Rep. of
15	18-AG-27-GE-WSP-A	Workshop on Food Safety Risk Management in Food Supply Chains	Cambodia
16	18-RP-20-GE-RES-B	Research on Productivity Advisory Service to Member Governments and NPOs	APO Secretariat
17	18-IN-28-GE-OSM-B	Multicountry Observational Study Mission on Business Excellence for the Service Sector	Singapore
18	18-IN-32-GE-TRC-B	Training Course on Customer Satisfaction Index Development for the Service Sector	Korea, Rep. of
19	18-IN-33-GE-TRC-A	Training Course on Management Consultancy on Green Productivity for the Service Sector	China, Rep. of
20	18-IN-51-GE-OSM-A	Multicountry Observational Study Mission on Labor-Management Relations	Indonesia
21	18-IN-29-GE-OSM-B	Multicountry Observational Study Mission on Corporate Social Responsibility in the Service Sector	Korea, Rep. of
22	18-IN-22-GE-WSP-A	Workshop on Material Flow Cost Accounting for SMEs	Pakistan
23	18-IN-71-GE-TRC-A	Training Course on Performance Measurement Methodology for Public-sector Organizations	Philippines
24	18-AG-03-GE-WSP-A	Workshop on Innovative Methods for Increasing Agricultural Water Productivity	Pakistan
25	18-IN-40-GE-CON-A	Top Management Forum on Knowledge Management and Innovation for SMEs	Fiji
26	18-IN-10-GE-OSM-A	Multicountry Observational Study Mission on Corporate Sustainability Management for SMEs	To be decided
27	18-IN-68-GE-DLN-B	e-Learning Course on Green Productivity	e-Learning
28	18-RP-11-GE-RMT-B	Research Meeting on the Impact of Education Policies on National Productivity Growth	Philippines
29	18-RP-18-GE-RMT-B	Research Meeting on Global Competitiveness and Productivity Growth	China, Rep. of
30	18-AG-13-GE-CON-A	Asian Food and Agribusiness Conference: The Food Industry of the Future	Indonesia
31	18-RP-26-GE-RES-B	Research on Innovation Ecosystems in APO Economies	APO Secretariat
32	18-IN-26-GE-WSP-A	Workshop on Human-centered Productivity	IR Iran
33	18-IN-11-GE-SMN-B	Study Mission to a Nonmember Country on Transformational Leadership in the Public Sector for Accelerating Productivity Initiatives	Canada
34	18-IN-94-GE-TRC-A	Training Course on Energy Accounting and Energy Efficiency for SMEs	China, Rep. of
35	18-RP-14-GE-RES-B	Research on Capacity Building of Member Countries in Productivity Measurement for NPOs (Phase II)	APO Secretariat
36	18-IN-36-GE-TRC-A	Training Course on Total Quality Management for Industries	Cambodia



## Aktivitas

Produktivitas tenaga kerja berarti bekerja lebih cepat, lebih keras atau untuk menghasilkan output yang lebih besar. Namun hal tersebut mengabaikan kesehatan dan keselamatan dalam bekerja. Tenaga produktif saat ini berarti bekerja dengan efektif dan efisien, namun menghasilkan output berkualitas dengan memperhatikan lingkungan.

Salah satu cara untuk meningkatkan produktivitas adalah dengan meningkatkan keterampilan tenaga kerja. Hal ini dapat dilakukan dengan berbagai cara, seperti pelatihan, pendidikan, dan pengalaman. Selain itu, faktor-faktor lain yang mempengaruhi produktivitas adalah kesehatan, gizi, dan lingkungan kerja.

## Meningkatkan produktivitas

Salah satu cara untuk meningkatkan produktivitas adalah dengan meningkatkan keterampilan tenaga kerja. Hal ini dapat dilakukan dengan berbagai cara, seperti pelatihan, pendidikan, dan pengalaman. Selain itu, faktor-faktor lain yang mempengaruhi produktivitas adalah kesehatan, gizi, dan lingkungan kerja.

## Meningkatkan produktivitas

Salah satu cara untuk meningkatkan produktivitas adalah dengan meningkatkan keterampilan tenaga kerja. Hal ini dapat dilakukan dengan berbagai cara, seperti pelatihan, pendidikan, dan pengalaman. Selain itu, faktor-faktor lain yang mempengaruhi produktivitas adalah kesehatan, gizi, dan lingkungan kerja.

## Fasilitas APO

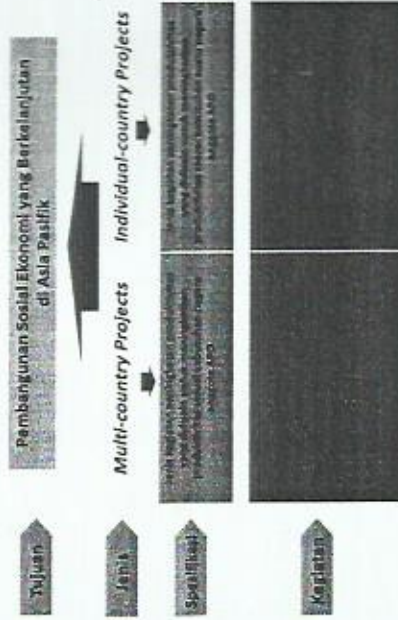
Salah satu cara untuk meningkatkan produktivitas adalah dengan meningkatkan keterampilan tenaga kerja. Hal ini dapat dilakukan dengan berbagai cara, seperti pelatihan, pendidikan, dan pengalaman. Selain itu, faktor-faktor lain yang mempengaruhi produktivitas adalah kesehatan, gizi, dan lingkungan kerja.

Salah satu cara untuk meningkatkan produktivitas adalah dengan meningkatkan keterampilan tenaga kerja. Hal ini dapat dilakukan dengan berbagai cara, seperti pelatihan, pendidikan, dan pengalaman. Selain itu, faktor-faktor lain yang mempengaruhi produktivitas adalah kesehatan, gizi, dan lingkungan kerja.

Setiap tahun terdapat sekitar 80 jenis kegiatan peningkatan produktivitas yang difasilitasi APO, dengan fokus pada:

1. Penguatan kelembagaan produktivitas
2. Pengembangan kewirausahaan dan komunitas
3. Peningkatan inovasi dan budaya produktif
4. Peningkatan produktivitas melalui pengurangan dampak negatif terhadap lingkungan (*green productivity*)

## Klasifikasi dan Jenis Kegiatan APO



## Deskripsi Kegiatan

Project Focus	Target	Method	Conference	Customized Study/Action Plan	Research
Objective	Impart knowledge and practical skills based on an established body of knowledge following a structure curriculum to improve competency and performance	Teach or test the application (s) of new tools, techniques, methodologies and modules for problem solving and get inputs from the participants for the enhancements or developments of plans/agenda for future	Conference - Share or disseminate new knowledge, best practices, and research findings, in a field, subject or topic.  Forum - Share views and knowledge on current and emerging productivity related issues, the implications and the potential solutions	Provide opportunity to learn based on direct observations of the best practices, innovations and advanced technologies	In depth study requiring gathering and analysis of data to address specific productivity related issues.
Output	Trained manual learning module	Recommendations Action Plan Guidelines learning modules	Reports / Process flow, resolutions, technical papers	Recommendations / Reports, Action Plan	Research report, publications, electronic database
Target Participants	Homogeneous group of participants in terms of work experience with basic knowledge of the subject or topic	Mixed group of participants with good knowledge of the subject or topic	Mixed group of senior level officials, industry leaders, managers, academics, and professionals with advanced knowledge and experience in the subject or topic.	Mixed group of senior level officials, industry leaders, managers, academics, and professionals with good knowledge and experience in the subject or topic.	Individuals who meet the required qualification and experience
Paper Requirement	Case Study may be required	Country paper/ report required	Issue paper may be required	Country paper/ report may be required	Incision report may be required
Site/Company Visit	Required	Required (80-85% of the time)	Optional	Required (80-85% of the time)	Optional
Duration	5-30 days	4-5 days	3-4 days	5-7 days	Up to 1 year inclusive of 3 days for final report meeting
Notes	• Evolving e-learning				

## Biaya ikut serta

### A. Multi-country Projects

Biaya keikutsertaan (tiket pesawat pp, akomodasi dan uang saku) peserta kegiatan *multicountry projects* yang lulus seleksi APO, sepenuhnya ditanggung APO.

### B. Individual-country Projects

#### Technical Expert Services (TES)

APO menyediakan bantuan tenaga ahli internasional yang berfungsi sebagai pembicara atau *resources person* pada kegiatan seminar/konferensi ataupun pelatihan, yang dapat dimanfaatkan selama minimal 3 (tiga) hari dan maksimal 2 (dua) minggu. Institusi penyelenggara dapat memilih/menetapkan tenaga ahli internasional yang kompeten sesuai yang diinginkan/dibutuhkan untuk mempermudah fasilitas APO. Biaya transportasi dan akomodasi tenaga ahli selama pelaksanaan program ditanggung oleh APO, dan biaya yang ditanggung institusi penyelenggara adalah:

- transportasi lokal tenaga ahli dari hotel ke tempat pelaksanaan kegiatan
- lumpsum sebesar USD 50 per tenaga ahli, dan
- USD12 per hari per tenaga ahli

#### Individual-country Observational Study Mission (I-OSM)

APO memberikan kesempatan bagi siapa saja untuk mempelajari alat, teknik dan metodologi peningkatan produktivitas sekaligus penerapannya, langsung ke objek yang ingin dipelajari di negara lain. Biaya akomodasi untuk 6 orang selama 6 hari ditanggung oleh APO, sedangkan biaya transportasi dan uang saku ditanggung oleh institusi pengusul.

#### Development of Demonstration Companies (DMP)

APO menyediakan bantuan tenaga ahli internasional untuk membantu meningkatkan produktivitas lembaga pemerintah/non pemerintah baik pusat dan daerah, institusi pendidikan dan pelatihan, perusahaan, lembaga penelitian, pertanian maupun organisasi masyarakat, melalui peningkatan pengetahuan akan alat, teknik dan metodologi peningkatan produktivitas sesuai dengan kebutuhan, sekaligus sebagai pendamping untuk memandu dan memonitor penerapan alat, teknik dan metodologi peningkatan produktivitas tersebut, selama 12 s/d 15 bulan. Biaya tenaga ahli internasional (tiket pesawat, akomodasi dan honorarium); biaya dokumentasi; dan workshop diseminasi pada akhir kegiatan ditanggung APO. Sedangkan biaya transportasi lokal tenaga ahli, biaya pendamping tenaga ahli dan pembelian peralatan (jika diperlukan) ditanggung institusi pengusul.

## Daftar kegiatan APO tahun 2017-2018 dan Negara Penyelenggara Tahun 2017

Rating	Project Code	Project Title	Country
	17-AF-01-GE-INF	Development of Publication Materials	
	17-AF-02-GE-INF	Public Relations	
	17-AF-03-GE-INF	IT Support	
CODE	17-AF-05-GE-GBM	59 <sup>th</sup> Session of the Governing Body	IR Iran
	17-AF-06-GE-WSM	53 <sup>rd</sup> Workshop Meeting of Heads of NPOs	Korea, Rep of
	17-AF-07-GE-INT	International Cooperation	

Activity	Project Code	Project Title	Project Type	Year
	17-AG-GE-ADM	Administration		
	17-AG-23-GE-DUNA	Self-learning e-Course for the Agriculture Sector	e-Learning	
	17-AG-39-GE-NFFC	National Follow-up Program (NFP)	MCs	
	17-IN-01-GE-OSM-C	Individual-country Observational Study Missions	MCs	
	17-IN-02-GE-TES-C	Technical Expert Services	MCs	
	17-IN-03-GE-BCBHC	Bilateral Cooperation Between NPOs	MCs	
	17-IN-04-GE-OMP-C	Development of Dematerialization Companies	MCs	
	17-IN-06-GE-DUNA	Self-learning e-Course for the Industry and Service Sectors	e-Learning	
	17-IN-09-GE-DON-C	Institutional Strengthening of NPOs by Development of Productivity Practitioners	MCs	
	17-RP-01-GE-RES-C	Program Development Fund	APO Secretariat	
	17-RP-02-GE-LOMA	Strategic Planning Workshop for Liaison Officers	APO Secretariat	
	17-RP-33-GE-DON-C	Development of Centers of Excellence	MCs	
	17-IN-31-GE-TRC-A	Training Course on Development of Productivity Practitioners: Advanced	MCs	
	17-IN-30-GE-TRC-B	Training Course on Development of Productivity Practitioners: Basic	Malaysia	
	17-RP-13-GE-RES-A	APO Productivity Database & Dashboard	Philippines	
	17-RP-21-GE-RES-B	Research on Knowledge Productivity	APO Secretariat	
	17-IN-20-GE-TRC-B	Training Course on Lean Manufacturing Systems for SMEs	APO Secretariat	
	17-IN-13-GE-OSM-B	Multicountry Observational Study Mission on Innovation and Competitiveness in SMEs	China, Rep. of	
	17-RP-18-GE-RES-B	Research on Monitoring and Evaluation of the Status of Productivity Enhancement in Member Countries	APO Secretariat	
	17-IN-14-GE-OSM-B	Multicountry Observational Study Mission on SME Development	Korea, Rep. of	
	17-IN-37-GE-TRC-B	Training Course on Basic Productivity Tools for SMEs	Fiji	
	17-AG-01-GE-DUN-B	e-Learning Course on ICT-based Services for Agricultural Extension	e-Learning	
	17-RP-04-GE-CON-A	International Conference on Policies for Productivity Growth	To be decided	
	17-IN-34-GE-TRC-A	Training of Trainers and Consultants in Green Productivity	China, Rep. of	
	17-AG-28-GE-DUN-B	e-Learning Course on Food Safety Risk Management in Food Supply Chains	e-Learning	
	17-RP-20-GE-RES-B	Research on Productivity Advisory Service to Member Governments and NPOs	APO Secretariat	
	17-IN-28-GE-TRC-B	Training Course on Business Excellence for SMEs	Singapore	
	17-IN-21-GE-WSP-A	Workshop on Productivity Measurement in the Higher Education Sector	Indonesia	
	17-IN-33-GE-TRC-A	Training Course on Management Consultancy on Green Productivity Focusing on SMEs	China, Rep. of	
	17-IN-51-GE-TRC-A	Training Course for Labor-management Relations in SMEs	IR Iran	
	17-IN-29-GE-WSP-A	Workshop on Corporate Social Responsibility in SMEs	Sri Lanka	
	17-IN-22-GE-WSP-A	Workshop on Material Flow Cost Accounting	Bangladesh	
	17-IN-71-GE-WSP-A	Workshop on Performance Management for the Public Sector	Philippines	
	17-AG-30-GE-WSP-A	Workshop on Innovative Water Resource Management	IR Iran	
	17-IN-80-GE-CON-A	Top Management Forum on Knowledge Management for SMEs	Korea, Rep. of	
	17-IN-10-GE-WSP-A	Workshop on Corporate Sustainability Management for SMEs	China, Rep. of	
	17-IN-68-GE-DUN-B	e-Learning Course on Green Productivity	e-Learning	
	17-RP-11-GE-SMN-B	Study Mission to a Nonmember Country on the Impact of Education Policies on National Productivity Growth	USA	
	17-RP-18-GE-SMN-B	Study Mission to a Nonmember Country on Global Competitiveness and Productivity Growth	Europe	
	17-AG-13-GE-CON-A	Asian Food and Agribusiness Conference: Enhancing Exports of Organic Products	Philippines	
	17-RP-26-GE-SMN-A	Study Mission to a Nonmember Country on Innovation Ecosystems and Roles of Government	Europe	

Activity	Project Code	Project Title	Project Type	Year
	30	17-IN-26-GE-OSM-A	Multicountry Observational Study Mission on Human-centered Productivity	Sri Lanka
	31	17-IN-11-GE-WSP-B	Workshop on Innovative Leadership and Talent Management for Public-sector Productivity	Sri Lanka
	32	17-IN-54-GE-OSM-A	Multicountry Observational Study Mission on Energy Efficiency and Energy Management Practices for SMEs	China, Rep. of
	33	17-RP-14-GE-RES-B	Research on Capacity Building of Member Countries in Productivity Measurement for NPOs (Phase)	APO Secretariat
	34	17-IN-38-GE-TRC-A	Training of Trainers in Total Quality Management for SMEs	Mongolia
	35	17-IN-32-GE-DUN-A	e-Learning Course on Customer Satisfaction Management for the Service Sector	e-Learning
	36	17-IN-24-GE-OSM-A	Multicountry Observational Study Mission on ICT Innovation in the Service Sector	To be decided
	37	17-AG-24-GE-WSP-B	Workshop on e-Business Modeling for Women Entrepreneurs	China, Rep. of
	38	17-IN-13-GE-WSP-B	Workshop on Total Productive Maintenance Applications in SMEs	Lee PDR
	39	17-AG-30-GE-SMN-A	Study Mission to a Nonmember Country on Packaging and Labeling of Food Products to Enhance Market Access	USA
	40	17-RP-06-GE-OSM-A	Multicountry Observational Study Mission on the Impact of Industrial Policy on SME Productivity	To be decided
	41	17-AG-12-GE-WSP-B	Advanced Agribusiness Management Course for Executives and Managers	Indonesia
	42	17-RP-15-GE-RES-B	Research on Factors for Potential Total Factor Productivity Improvement for APO Economies	APO Secretariat
	43	17-RP-22-GE-CON-B	Conference on ICT Innovation for Promoting Productivity Growth in the SME Sector	India
	44	17-IN-50-GE-CON-A	Conference on Public-sector Productivity: Public-sector Best Practices	Philippines
	45	17-AG-31-GE-TRC-B	Training Course on Food Safety Management Systems: Basic Course for SMEs in the Food Industry	Fiji
	46	17-AG-34-GE-WSP-A	Workshop on Revitalization of Rural Communities through Productivity Improvement Initiatives	Indonesia
	47	17-RP-23-GE-PES-B	Research on Public Policy Innovation for Human Capital Development	APO Secretariat
	48	17-IN-47-GE-OSM-A	Multicountry Observational Study Mission on Solar and Biomass Energy Applications	To be decided
	49	17-AG-32-GE-WSP-B	Workshop on Cold Chain and Logistics Management	Malaysia
	50	17-AG-40-GE-CON-A	2 <sup>nd</sup> International Conference on Biotechnologies and Biopesticides	China, Rep. of
	51	17-IN-25-GE-OSM-B	Multicountry Observational Study Mission on Public-sector Productivity for High-level Officials	China, Rep. of
	52	17-IN-42-GE-SMN-B	Study Mission to a Nonmember Country on Benchmarking Initiatives for Local Government Leaders	Canada
	53	17-AG-16-GE-WSP-A	Workshop on Waste Management in Agribusiness	Bangladesh
	54	17-AG-20-GE-WSP-B	Workshop on Emerging Roles of Producers' Associations and Farmers' Cooperatives	Indonesia
	55	17-RP-10-GE-RES-B	Research on Science, Technology, and Innovation Policies in Member Countries and Implications for Productivity Enhancement	APO Secretariat
	56	17-IN-48-GE-TRC-A	Training Course on Developing the APO Public-sector Leadership Framework	Philippines
	57	17-AG-02-GE-WSP-B	Workshop on Advanced Farm Mechanization: CropSector	Pakistan
	58	17-AG-11-GE-SMN-A	Study Mission to a Nonmember Country on Enhancing Access for Agrifood Products from Asian Countries	Europe
	59	17-AG-04-GE-CON-A	Asian Forum on SMART Agriculture: Futuristic Technologies for Sustainable Farming	Thailand
	61	17-AG-25-GE-TRC-B	Training Course on Planning and Management of Community-based Rural Tourism Projects	IR Iran
	62	17-RP-17-GE-RES-B	Research on Potential Economic Growth and Productivity Projections	APO Secretariat
	63	17-IN-27-GE-OSM-A	Multicountry Observational Study Mission on Global Market Access Focusing on the Retail Industry	Cambodia