Training Series on Productivity Improvements for the Process Construction & Maintenance Industry

An Industry Initiative by the Productivity Council

TRAINING COURSE ON ACTIVITY ANALYSIS LEVEL-1 (INTRODUCTORY)

BACKGROUND

The Productivity Council (PC), adopted the Activity Analysis (AA) methodology for site direct work measurement and productivity improvement from CII (Construction Industry Institute) based at the University of Texas at Austin during phase-1 (2015-2018). Though the methodology (AA) has been adopted by some of the companies in Singapore, there are still gaps to be filled in order to achieve successful adoption. Hence by considering all the limitations, the PC has restructured the AA training course into three levels for successful implementation of AA in Singapore sites and AA Level-1 would be the first step towards achieving that goal.

OBJECTIVES

The AA Level-1 training is to introduce and equip personnel of the PCM (Process Construction and Maintenance) industry with basic and theoretical knowledge on AA and drive productivity improvement initiatives by conducting AA in their respective organizations and projects. This interactive training aimed to provide participants with the knowledge and skills required to understand the concept of AA and the preparations required to be undertaken prior to conducting AA on-site.

WHO SHOULD ATTEND

Personnel from the PCM industry including supervisors, foremen, and site productivity surveyors and observers.

INTRODUCTION:	The tailored training course aims to equip Supervisors/ foremen/ Site observers with the Theoretical knowledge to conduct Activity Analysis in Petrochemical Sites and enhance productivity on their projects. The course will be conducted over three hours. There will also be a hands-on assignment for the participants to apply the knowledge acquired.
MODULES:	1. Introduction to Activity Analysis and Task categorization 2. Identification and Differentiation of various Categories 3. Usage of Activity Analysis Software and Implementation
LEARNING OUTCOME:	The Participant will gain the basic understanding Activity Analysis and how to use the software to acquire Direct work and associated percentages for each core trade on-site. The Participants will Understand: • The basic principles of Activity Analysis • How to Prepare and plan AA on-site • How to Identify and Categorise different activities on-site • How to use the software to acquire data on-site. • Further enhance the supervisory skills • How to Identify the gaps in their current work process
BENEFIT OF ATTENDING THIS TRAINING:	The participant will be familiarised with the basic principles of Work Sampling which further refines into Activity Analysis. In addition, the course prepares and enables the participants to attend the Activity Analysis Level - 2 which is a site-based workshop where the observation skills of the participants will be calibrated. By attending the AA training courses, the participant will have a high chance of being elected as a Productivity Champion within their organization and it would further enhance their supervisory skills and identify the gaps in their current work process.
ASSESSMENT & AWARD:	Participants are to attain 100% of attendance for each module in order to be awarded the Certificate of Level-1 in Activity Analysis.
INSTRUCTOR AND ASSESSOR:	Mr. Krishnankutty Pramesh Principal Consultant Productivity Council Singapore Chemical Industry Council Limited

ADMINISTRATIVE DETAILS

Details of the AA Level-1 training are as follows:

Date: **15 March 2019, Friday**

Registration: **12.30 pm**

Time: **1.00 pm to 4.00 pm**

Venue: **SCIC Training Room**
8 Jurong Town Hall Road, #25-05
The JTC Summit, Singapore 609434

TRAINING SCHEDULE

Details of the proposed AA Level-1 schedule for 2019 are as follows:

Course	Levels	Session 1 (CLOSED)	Session 2 (25 Seats)	Session 3	Session 4	Session 5
Activity Analysis	*Level 1:*	04 March 2019, Monday	15 March 2019, Friday	17 April 2019, Wednesday	20 September 2019, Friday	29 November 2019, Friday

Note: Dates are subjected to changes. Participants will be informed accordingly.

HOW TO REGISTER

Registration Fee (Exclusive of GST):

- **S$80 per participant (PC Members)**
- **S$130 per participant (Non-Members)**

Fee is inclusive of the training materials and tea-break.

Participants are required to complete the online registration form via https://scic.sg/index.php/events/events-calendar/event/320-training-course-on-activity-analysis-level-1-introductory-15-march-2019

A confirmation email will be sent to you upon receiving your registration. Should you require further assistance, please contact the SCIC Secretariat office at 6251 6508 or email us secretariat@scic.sg.

Note: Seats are limited. Registration would be on a first-come-first-serve basis