SME Toolkit Training Series

Module Overview: Production Management

Overview:
This two (2) day workshop is specifically designed to provide SMEs with an understanding of the basic concepts, principles, procedures and techniques underlying basic processes of production management in an efficient way. Production management involves the application of planning, organization, directing and controlling the production process to minimize on cost while transforming materials into finished products and providing quality services.

Objectives:
At the end of this workshop participants will be able to:

- Understand the fundamentals of production management
- Explore the concept of lead times
- Understand the importance of location and capacity
- Identify a strategic layout plan
- Create production schedules
- Understand the theories of constraints and its effect
- Construct lean production strategies
- Explain the basic concepts of procurement

Audience:
Start-ups, established SME and Micro-Business Owners, SME Managers
Methodology: The training approach employed in this module is based on adult learning principles. As such, this module employs a variety of these methodologies, including presentations, discussion, practice, games and quizzes, and peer-teaching. The use of these various methodologies in these interactive sessions ensures that all learning styles have the opportunity and environment to participate and be successful in this workshop.

Outcomes: At the end of this workshop, the following tangible outcomes are expected for participants in a basic format for their businesses:

- Designing a production process, incorporating key components
- Applying key strategies to managing the production process
- Integrate procurement into the production process
- Developing a flexibly work plan

Materials: Workbook (will be provided)

Course Length: Two (2) days