

MODULE - 6

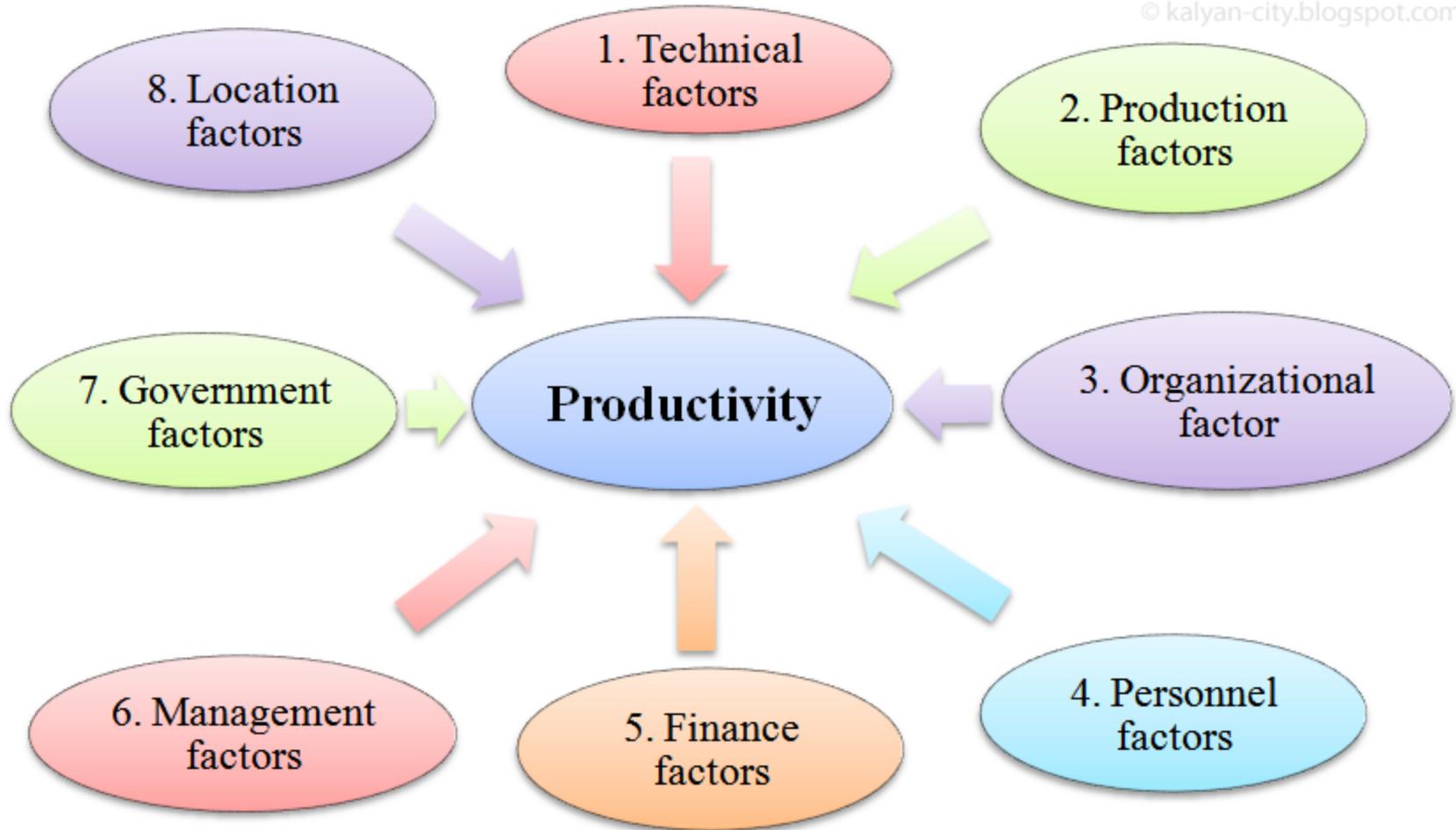
**MAINTAINING
EFFICIENCY
AT
WORKPLACE**

What is efficiency in a workplace?

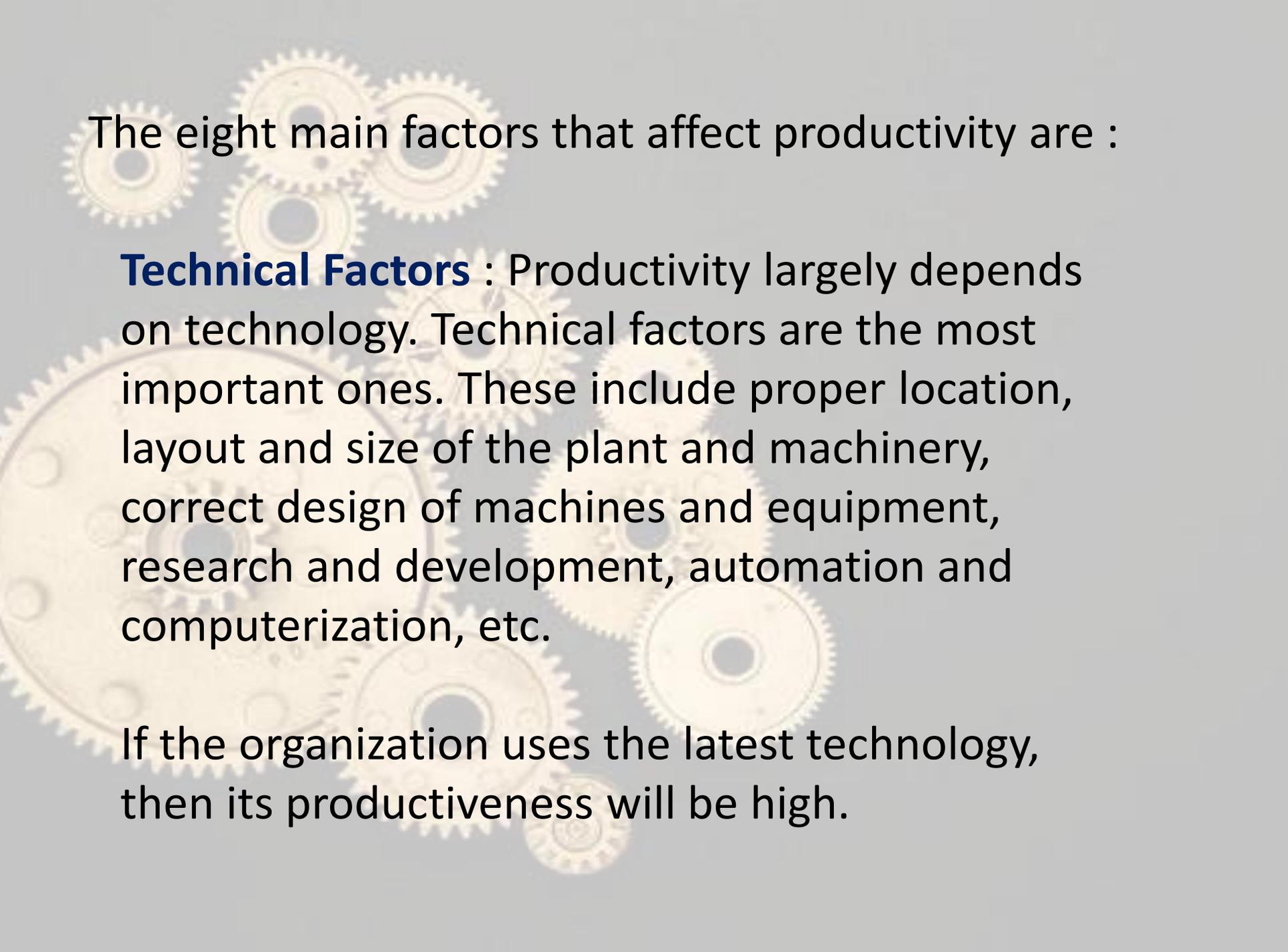
Work efficiency is **the ability to get the most output from the least possible input**. It means doing more with less. Working smarter, not harder. When you improve efficiency, you're able to get a larger output from the same amount of input – or even less.

Factors Affecting Productivity

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Factors that affect or influence Productivity.

The background of the slide features a collection of interlocking gears of various sizes and colors, including shades of yellow, orange, and light blue, set against a light grey background. The gears are arranged in a way that suggests a complex mechanical system or a process of production.

The eight main factors that affect productivity are :

Technical Factors : Productivity largely depends on technology. Technical factors are the most important ones. These include proper location, layout and size of the plant and machinery, correct design of machines and equipment, research and development, automation and computerization, etc.

If the organization uses the latest technology, then its productiveness will be high.

Production factor : Production factors: Productivity is related to the production-factors. The production of all departments should be properly planned, coordinated and controlled. The right quality of raw-materials should be used for production. The production process should be simplified and standardized.

Organizational Factor : Productivity is directly proportional to the organizational factors. A simple type of organization should be used. Authority and responsibility of every individual and department should be defined properly.

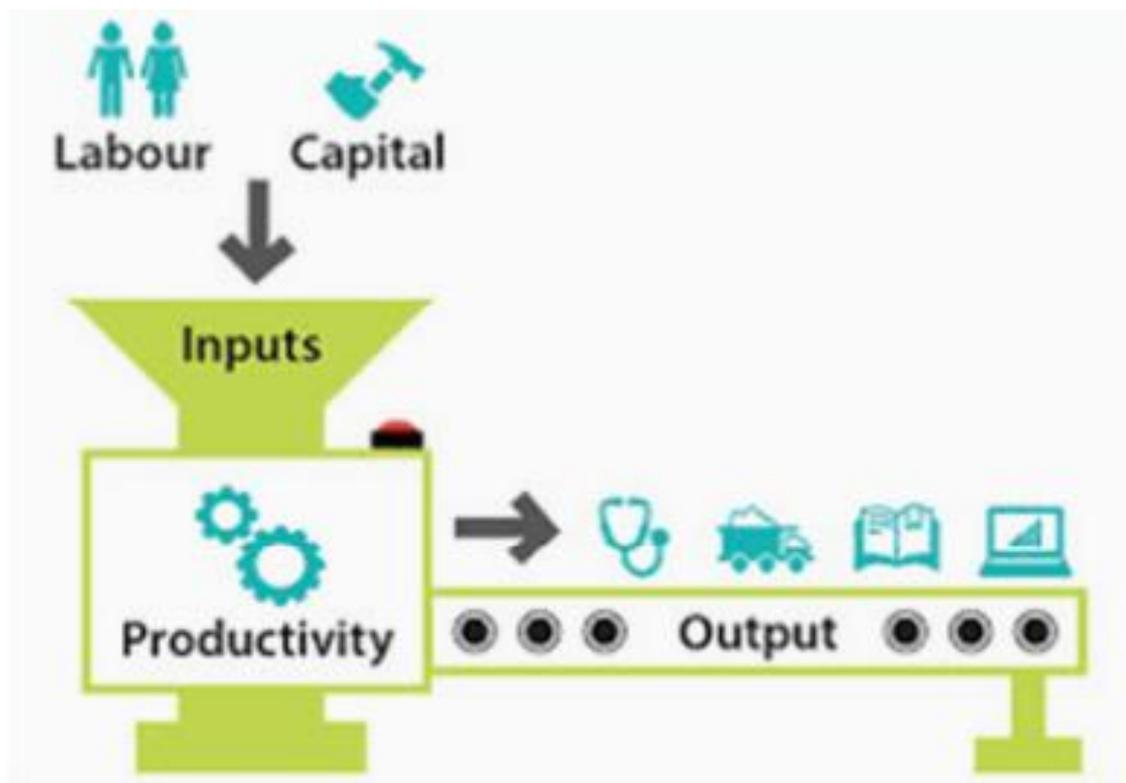
Personnel factor : Productivity of Organization is directly related to personnel factors. The right individual should be selected for suitable posts. After selection, they should be given proper training and development.

They should be given better working conditions and work environment. They should be properly motivated; financially, Non-financially and with positive incentive wage policies should be introduced. Job security should also be given. Opinion or suggestions of workers should be given importance. There should be proper transfer, promotion and other personnel policies. All this will increase the productiveness of the organization.

Financial Factor : Productivity relies on the finance factors. Finance is the life – Blood of Modern business. There should be a better control over both fixed capital and working capital.

There should be proper financial planning. Capital expenditure should be properly controlled. Both over and under utilization of capital should be avoided. The management should see that they get proper return on the capital which is invested in the business.





Management Factor : Productivity of Organization rests on the management factors. The management of organization should be scientific, professional, future-oriented, sincere and competent. Manager should possess imagination, judgment skills and willingness to take risks.

They should make optimum use of the available resources to get maximum output at the lowest cost. They should use the recent techniques of production. They should develop better relations with employee and trade unions. They should encourage the employees to give suggestion.

They should provide good working environment , and should motivate employees to increase their output .

Government Factor : Productivity depends on governmental factors. The management should have a proper knowledge about the government rules and regulations. They should also maintain good relations with government.

Location Factor : Productivity also depends on location factors such as law and order situation, infrastructure facilities, nearness to market, nearness to sources of raw material, skilled work force, etc.

Improving Productivity



A yellow Hyster forklift is shown in a warehouse setting, carrying a pallet of materials. The operator is wearing a high-visibility vest and a hard hat. The forklift has "HYSTER" written on the mast and "HYSTER 40" on the side. The pallet is loaded with several boxes, some of which have "10 BARREL" and "PIPE" printed on them. The background shows a large industrial building with a high ceiling and various equipment.

Productivity is define as the efficient use of resources, labour, capital, land, materials, energy, information, in the production of various goods and services.

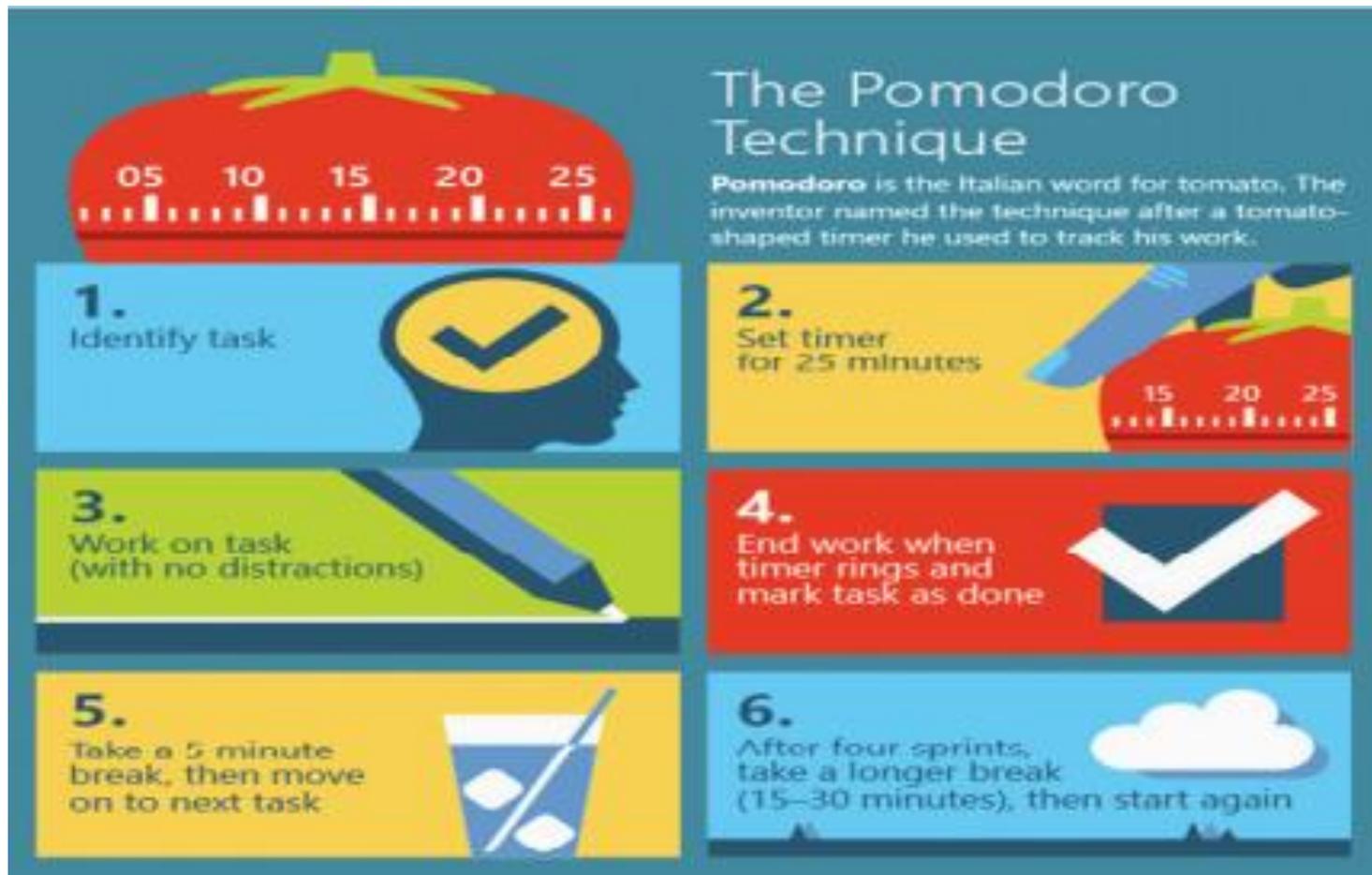
How can productivity be improved in the workplace?

Identify and Align Goals with Performance

Setting meaningful goals for your business and employees can drive better performance and higher productivity. It can also encourage employees to collaborate and work as a team



How to Achieve task and Goals



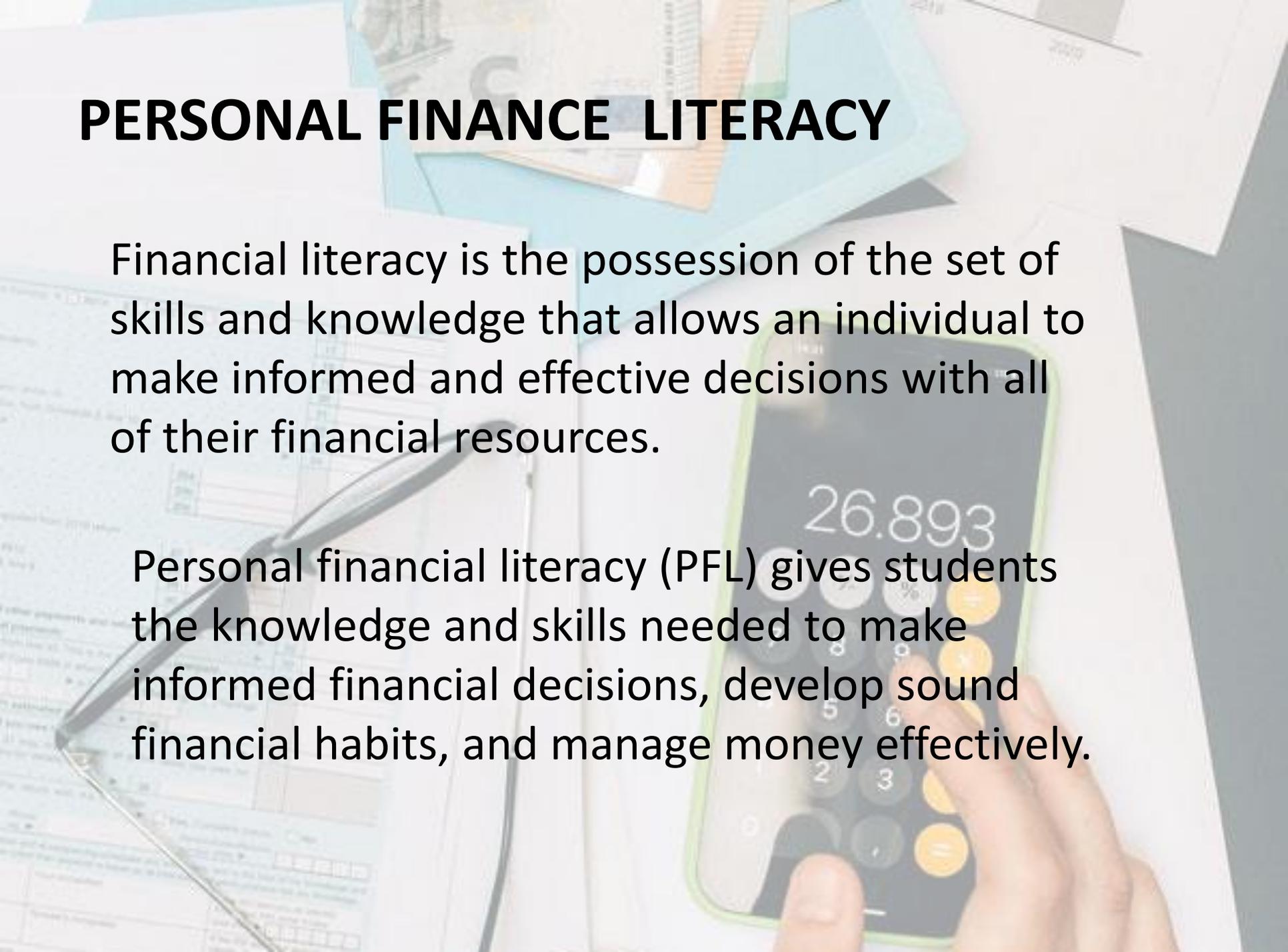
The infographic is a 2x3 grid of colored boxes. The top row contains a tomato-shaped timer and the title 'The Pomodoro Technique'. The middle row contains steps 1 and 2. The bottom row contains steps 3, 4, 5, and 6. Each step includes a number, a description, and an icon. The timer at the top is a red tomato with a green stem and a scale from 0 to 25 minutes. The icons include a head with a checkmark, a hand setting a timer, a pencil writing, a checkmark, a glass of water, and a cloud.

The Pomodoro Technique

Pomodoro is the Italian word for tomato. The inventor named the technique after a tomato-shaped timer he used to track his work.

- 1. Identify task**
Icon: A silhouette of a head with a yellow checkmark inside.
- 2. Set timer for 25 minutes**
Icon: A hand setting a tomato-shaped timer.
- 3. Work on task (with no distractions)**
Icon: A blue pencil writing on a surface.
- 4. End work when timer rings and mark task as done**
Icon: A white checkmark on a dark blue background.
- 5. Take a 5 minute break, then move on to next task**
Icon: A blue glass of water with a white diagonal line through it.
- 6. After four sprints, take a longer break (15–30 minutes), then start again**
Icon: A white cloud.

PERSONAL FINANCE LITERACY

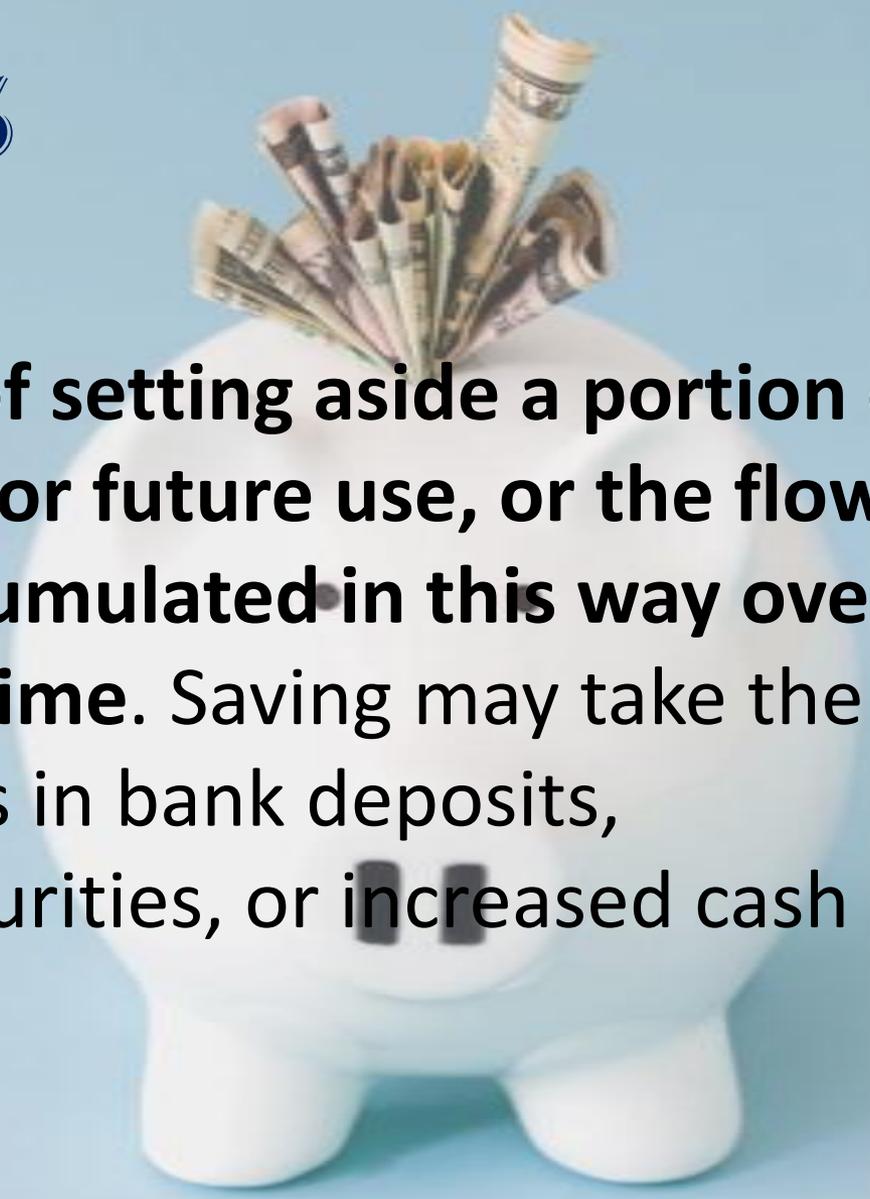
The background of the slide features a blurred image of a desk. On the left, a silver pen lies on a white document. In the center, a smartphone is held by a hand, displaying a calculator app with the number '26.893' on the screen. To the right, a portion of a white document is visible. The overall scene is brightly lit, suggesting a clean, professional workspace.

Financial literacy is the possession of the set of skills and knowledge that allows an individual to make informed and effective decisions with all of their financial resources.

Personal financial literacy (PFL) gives students the knowledge and skills needed to make informed financial decisions, develop sound financial habits, and manage money effectively.

SAVINGS

saving, process of setting aside a portion of current income for future use, or the flow of resources accumulated in this way over a given period of time. Saving may take the form of increases in bank deposits, purchases of securities, or increased cash holdings.



What is TAX ??

A tax is a mandatory fee or financial charge levied by any government on an individual or an organization to collect revenue for public works providing the best facilities and infrastructure. The collected fund is then used to fund different public expenditure programs.

Tax
time!

PRADHAN MANTRI JEEVAN JYOTI BIMA YOJNA

The PMJJBY is available to people in the age group of 18 to 50 years having a bank account who give their consent to join / enable auto-debit. Aadhar would be the primary KYC for the bank account. The life cover of Rs. 2 lakhs shall be for the one year period stretching from 1st June to 31st May and will be renewable. Risk coverage under this scheme is for Rs. 2 Lakh in case of death of the insured, due to any reason. The premium is Rs. 436 per annum which is to be auto-debited in one installment from the subscriber's bank account as per the option given by him on or before 31st May of each annual coverage period under the scheme. The scheme is being offered by Life Insurance Corporation and all other life insurers who are willing to offer the product on similar terms with necessary approvals and tie up with banks for this purpose.

THANK

YOU