

<b><u>Technical Proposal</u></b>	
<b>Programme Title</b>	<b>MSK (Mehnat-Safalta-Kamyabi)</b>
	<b><u>Half Day Workshop for Staff and Workers</u></b>

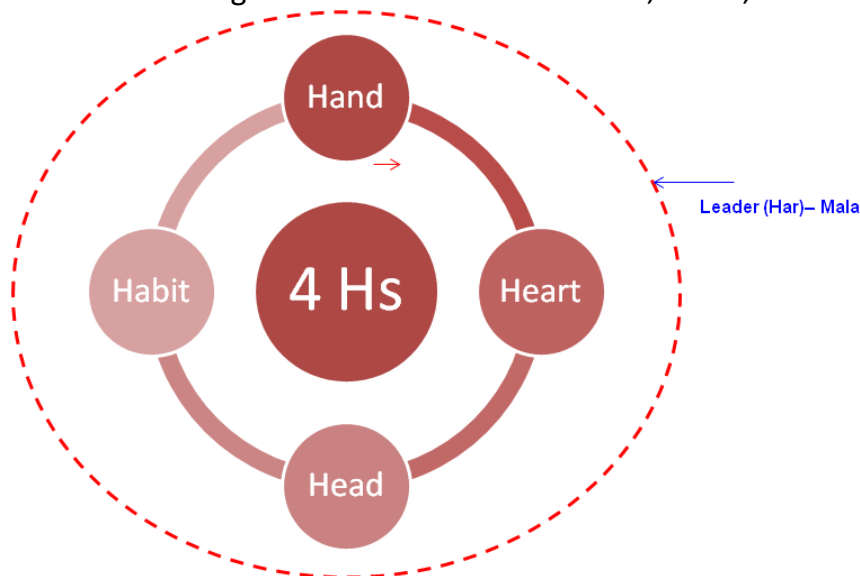
<b><u>I Background</u></b>	
<b>A.</b>	<p><b>About TPP</b></p> <p><b>Total People Productivity Pvt. Ltd. (TPP World)</b>, Delhi based Consulting and Training firm, working for Business sustainability and growth through <b>People Alignment</b> and <b>People Development</b> which is based on <b>Culture Building</b>, <b>Development Programmes</b> and <b>Efficiency Improvement</b>.</p> <p>Developed the unique model for <b>Total People Productivity ( TPP)</b> which is based on <u>People Alignment</u> through Targets and Goals, Manpower Analysis and Roles and Responsibility. The People Development is based on Commitment, Improvement and Leadership.</p> <p>In last 12 years TPP has been <b>associated</b> with more than <b>200 Mega Large, Large, Medium and Small organizations</b> from 10 sectors; <b>developed 50,000 Professionals</b> across all levels and <b>created 1000 success stories</b>.</p>
<b>II. Need</b>	
	<ul style="list-style-type: none"> <li>• We need to build up a participative and performing culture in the organisation, where everyone strives from within to achieve the desired result. Unless everyone puts the best efforts, the desired result cannot achieved.</li> <li>• There is need to do the smart work rather than the hard work. We all need to work as a team to achieve the desired business result. Unity and teamwork are the mantras of success.</li> <li>• Self-motivation, winning attitude, focus on targets and goals are important for success. We need to focus on the team rather than working as an individual. Some of them have to take the leadership role to get the result from people.</li> <li>• SMART People, Good work is the key to success.</li> </ul>

### III. Objectives

1. To develop a purpose of life to add higher value to the self, family and organisation. Develop a sense of commitment among people
2. To motivate and develop the winning attitude among people, follow the theory of being at zero rather being in negative zone
3. To build up participative and innovative culture in the organisation
4. Working through team and focus on targets and goals
5. Strive to win customer trust through higher quality, low cost, on-time delivery and total safety

### IV. Programme Outline

This is 3 hours session based on developing the responsible organisation and accountable team . Programme based on 4 Hs- Hand, Heart, Head and Habit:



The focus of this programme is 3Cs- **C**onnect, **C**ommunicate and **C**ommitment.

SMART People, Good work wins customer trust

SMART People- Personal Excellence

1. Purpose of life
2. Change within
3. Motivation
4. Life goals
5. Winning Attitude
6. Reasoning and team player
7. Success in life

Good work – Professional Excellence

Focus on winning the customer trust by focusing on

1. High quality
2. Low cost
3. On time delivery
4. Total safety and 5 S

**I. Session planning**

Total duration – 180 minutes

- |                               |   |
|-------------------------------|---|
| 1. Ice breaking session       | - 30 minutes- connect with the participants |
| 2. Purpose of life            | - 15 minutes                                |
| 3. Change from within         | - 30 minutes                                |
| 4. Motivation, goals, success | - 30 minutes                                |
| 5. Winning attitude           | - 15 minutes                                |
| 6. Good work- 30 minutes      | - 30 minutes                                |
| 7. Team work                  | - 30 minutes                                |

In a day two sessions planned

- a. Morning session – 10.00 a.m. to 1.00 p.m. ( 3 hrs)
- b. Afternoon session – 2.30 p.m. to 5.30 p.m. ( 3 hrs)

**Batch Size**

- Each batch size consists of max. 30 participants
- Participants selected from across the level and functions

## V. . Process Followed

Overall this programme is divided into 4 phases

1. Pre-Training
2. Training
3. Post Training

### Pre-Training

1. Understanding organisation on ten parameters ( Dipstick study)
2. People profiling on ten parameters ( visit, data, records and interactions)
3. Course content designing based on organisation need and people profiling

### Training

1. Classroom programme for a batch of 25 participants
2. 3 hours module
3. Based on adult learning process- video, games, role play, stories
4. Pre and post tests – verbal and written
5. Feedback – formal feedback at the end of programme
6. Handouts for study ( to be provided by TPP Team on chargeable basis )
7. Mapping the level of commitment and involvement
8. Behaviour and attitude understanding and mapping
9. Creating three categories of employees
  - i. Fully engaged (  $4 \times 4 = 16$  )
  - ii. Engaged (  $4 + 4 = 8$  )
  - iii. disengaged (  $4 \times 1 = 4$  )

4 being the input multiplication and addition is the value add)

### Post Training ( Suggested by TPP Team . Need based to be agreed by the client)

1. Visit the workplace
2. Connecting one-on-one basis as well as in a team
3. Mentoring and coaching on need-based
4. Training supervisors and managers to monitor the performance
5. Connecting those participants who are disengaged
6. Work for building participative and innovative culture

VI. Key Deliverables	
	<p><u>Ten parameters ( quantitative and qualitative)</u></p> <p>(quantified-measurable)</p> <ol style="list-style-type: none"> <li>1. Quality - Rejection and rework</li> <li>2. Waste control – reducing cost</li> <li>3. Absenteeism ( unauthorised- without information)</li> <li>4. Late coming – reporting late at workplace or leaving early</li> <li>5. Participation in suggestion and kaizen / ideas</li> <li>6. Reportable incidence of poor interpersonal relations- fight, abusing</li> </ol> <p>(Qualitative- effectiveness)</p> <ol style="list-style-type: none"> <li>7. Repeatability and reoccurrence - first-time-right concept               <ol style="list-style-type: none"> <li>a. Quality of work and time taken</li> </ol> </li> <li>8. Listening and willingness to change</li> <li>9. Teamwork</li> <li>10. Adopting Kajarria culture and values</li> </ol>
VII. Review and Evaluation	
	<p>The KPI monitored on individual as well as on team basis/department &amp; function</p> <p>We need to capture pre and post data from respective site work</p> <p>KPI measured through data, incidence and feedback from 5 sources</p> <ol style="list-style-type: none"> <li>1. Self / participants</li> <li>2. Immediate boss</li> <li>3. HoDs</li> <li>4. Internal Customer ( KCL – Supervisors and Functional Heads)</li> <li>5. TPP Team</li> </ol>

<b>VIII. Support Required</b>	
	<ol style="list-style-type: none"> <li>1. One programme leader required from the senior Business / Functional Leader group, as programme Head</li> <li>2. Supported by a junior person- programme coordinator, who coordinates the programme on day to day basis</li> <li>3. All communication with participants to be done in advance with zero failure</li> <li>4. During the programme, the participants not to be called back or disturbed</li> <li>5. Training Infrastructure               <ol style="list-style-type: none"> <li>i. Classroom with sitting capacity of 30 people –U shape or oval</li> <li>ii. Whiteboard, maker-01</li> <li>iii. Multimedia projector -01</li> <li>iv. Sound system – mike system – this is mandatory</li> </ol> </li> <li>6. There would be one tea break after 90 minutes of programme</li> <li>7. Support in post-training implementation</li> </ol>
<b>IX. TPP Team &amp; Working Days</b>	
	<ol style="list-style-type: none"> <li>1. Each programme conducted by two faculty members—one senior &amp; one junior</li> <li>2. All faculty members have got 25 years plus work experience with industries</li> <li>3. trained and certified by Team TPP– internal assessment team</li> <li>4. The programme content developed by the Team TPP</li> </ol>
<b>X. Investment / Professional Fees</b>	
	<ul style="list-style-type: none"> <li>• To be discussed</li> </ul>
<b>XI . Confidentiality</b>	
	<ul style="list-style-type: none"> <li>• TPP would also be signing a non-discloser agreement ( NDA). All data and information would be maintained highly confidential.</li> </ul>

for Total People Productivity Pvt. Ltd.

Sanjay Kumar  
 Founder & CEO