Republic of Namibia

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

PRODUCTIVITY IS ABOUT

Doing things better today than yesterday and even better tomorrow - continuous improvement.

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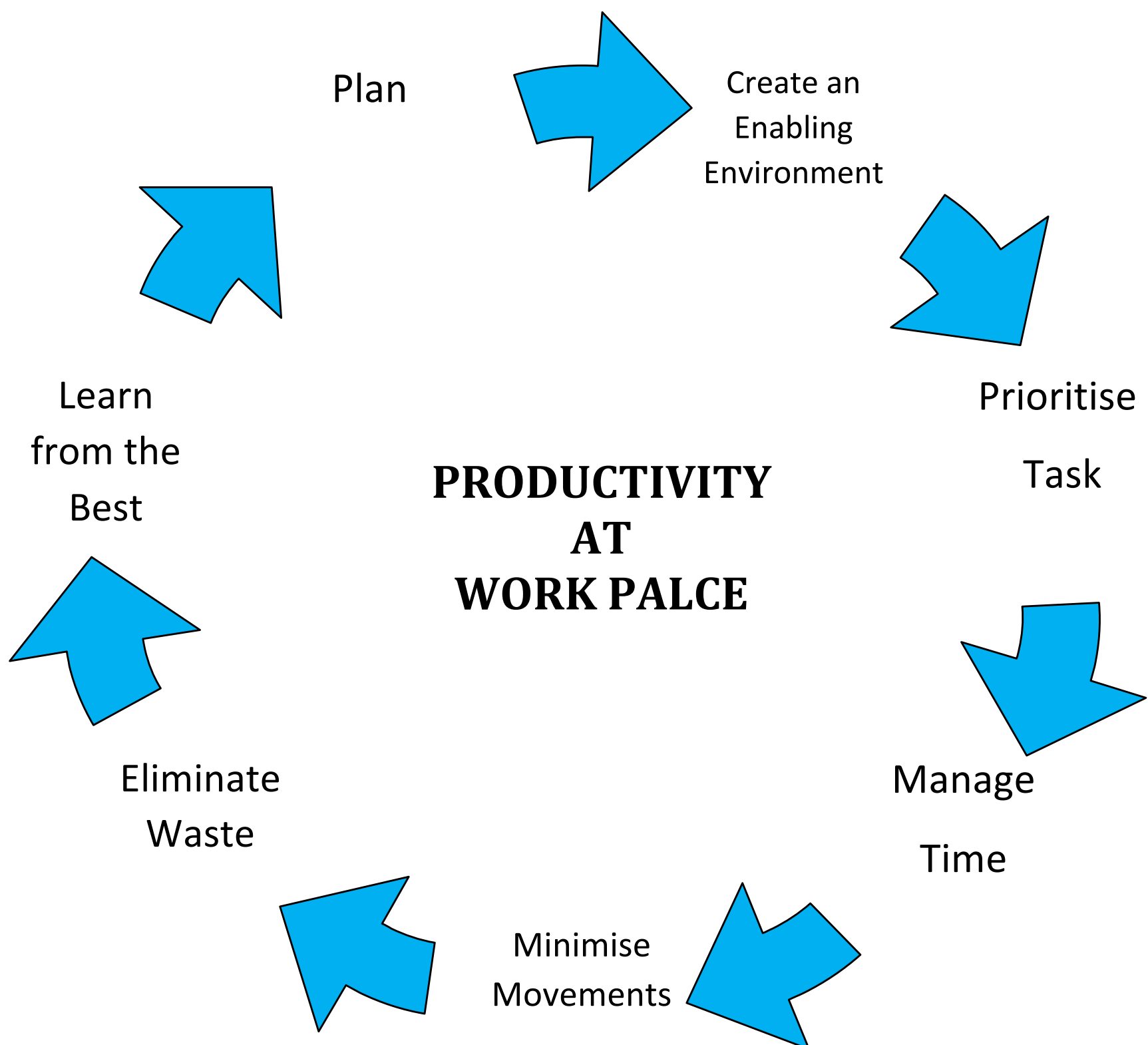*"Innovative ideas and sustainable use of natural resources leads to productive a nation"*

How to Improve Productivity in the Workplace

Plan

Create an Enabling Environment

Prioritise Task

PRODUCTIVITY AT WORK PALCE

Learn from the Best

Manage Time

Eliminate Waste

Minimise Movements

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Productivity Namibia
Achieving A Competitive Namibia

HOW EMPLOYEE SUGGESTION SCHEME IMPROVES PRODUCTIVITY AND COMMUNICATION AT THE WORKPLACE

What is a suggestion Scheme?

- It is an approach that encourages employees to contribute new and creative ideas for the improvement and innovation of the organisation.

- It provides employees with the opportunity to express their views and challenges that they might be experiencing to management and suggest possible solutions.

- Employees write down their views/opinions on a piece of paper anonymously and drop it in the suggestion box usually located in a visible area. There is no fear of victimization as their identities are not revealed.

- The suggestions are then collected and evaluated, and management together with employees openly discuss and address the issues raised and implement those that add value to the success of the organization.

Purpose

- To encourage employees to participate in the decision-making of the organisation.

- To enlighten the management on the types of problems employees are facing and suggestions how to solve them.

- To enhance staff morale and improve staff retention.

- To improve responsiveness to the public and facilitate innovation and service improvement, especially in the public sector.

Employee Suggestion Scheme

Goals and Objectives

- To make work easy

- To make work more safe

- To remove mistakes

- To improve quality

- To increase efficiency

- It decrease rejects

- To reduce costs

- To satisfy customers through better service delivery

Benefits

- Employees find their jobs more interesting and meaningful when they participate in the decision making process

- Increases and open a bottom-top communication within the organization

- Encourages continuous improvement amongst the employees and management

- Increases creativity levels amongst employees
- Employees will feel recognised and part of the organisation when their suggestions are implemented

- Reduces resistance to change amongst the employees

- Enhances the sense of belongingness and responsibility amongst the employees

- Employees understand their working environment better.

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Productivity is about working smart not hard