

PRODUCTIVITY HOUSE



NATIONAL PRODUCTIVITY CENTRE

  
**NATIONAL PRODUCTIVITY CENTRE**  
(FEDERAL MINISTRY OF LABOUR AND EMPLOYMENT)  
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**2021**  
**ANNUAL**  
**REPORT**  
**PROGRAMMES**  
**/ACTIVITIES**





## **2021 ANNUAL REPORT**

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## PROFILE OF THE NATIONAL PRODUCTIVITY CENTRE

### BRIEF HISTORY

Essentially, the goal behind the establishment of the Centre is predicated upon the need to improve the quality of lives of Nigerians by making available increased quantity and improved quality of goods and services to the people for the general purpose of increasing national wealth. The need to improve the quantity and quality of goods and services available for consumption in Nigeria as a means of increasing total wealth, is a task to which successive Nigeria Governments have attached great importance. Between 1963 and 1985, series of panels and commissions were set up by the various Governments of Nigeria to work out the modalities for instituting productivity consciousness in the nation's system

A more definite effort at institutionalizing the Productivity Concept was made at the instance of the popular **ADEBO WAGES AND SALARIES REVIEW COMMISSION OF 1970**, which unequivocally recommended the setting up of the Productivity, Prices and Income Board (PPIB). A year later the Whitely Council recommended the establishment of a National Productivity Centre (NPC) for the country, while the Udoji Public Service Review Commission of 1974 not only stressed the need for increased productivity but also strongly underscored the need to establish a result-oriented public service.

The year 1978 witnessed the first concrete step at ensuring the establishment of an organized Productivity Movement in Nigeria. This was at the instance of the then Productivity, Prices and Income Board (PPIB) and the then Federal Ministry of Labour at a joint Conference organized in Ibadan.

An obvious signal that a serious attention was being paid to the Productivity phenomenon was received during the launching of the Fourth National Development Plan in 1979 with "*Increasing Productivity*" chosen as one of its objectives. In 1984, the National Productivity Centre was formally inaugurated while enabling Decree No.7 was promulgated in April, 1987.

## **FUNCTIONS/OBJECTIVES OF THE NATIONAL PRODUCTIVITY CENTRE**

The NPC has as its mandate to stimulate consciousness towards the attainment of higher levels of Productivity in all sectors of the Nigerian economy and promoting international cooperation for the enhancement of national Productivity.

The Centre is also mandated to, among other things:

- Promote, develop, and provide services and harness potential resources in order to secure for the people of Nigeria, a better and higher standard of living;
- Conduct studies on contemporary methods of increasing productivity and assist business concerns to set up productivity schemes;
- Disseminate information on methods and programmes for improving the level of Productivity in industries;
- Provide consultancy and advisory services to management and workers in the field of industrial engineering, personnel management, production planning, work study and job evaluation with a view to increasing productivity and improving the payment system in organizations concerned;
- Provide training facilities by organizing courses and seminars specifically designed to improve competence and supervisory skills among workers and management of business organizations;
- Conduct studies on the levels of Productivity in every sector of the economy and encourage business enterprises to set up productivity teams, charged with the responsibility of setting up target and schemes for improving productivity;
- Encourage the formation of Productivity Committees, as well as establish branches of the NPC in each State of Nigeria;
- Liaise, on continuous basis, with the Centre for Management Development (CMD), Administrative Staff College of Nigeria (ASCON) and similar institutions or associations which the Governing Council considers will further the objectives of the Centre;
- Liaise with the International Labour Organization (ILO), United Nations Development Programme (UNDP), United Nations Conference for Trade and Development (UNCTAD), as well as National, Regional and International Organizations engaged in the promotion of productivity.
- Accept technical aid and channel same into any scheme aimed at the advancement or increase in the level of productivity. The Centre is also responsible for other functions consistent with its objectives and as the Minister may, from time to time, assign to it.



### **ESTABLISHMENT ACT**

The National Productivity Centre (NPC) came into existence through Decree No.7 of April 7, 1987 now NPC ACT (CAP) 70 of 2004, to actualize the desire of the government at improving productivity both in terms of quality and quantity of goods and services in Nigeria.

### **MANDATE**

The Centre is a Research Oriented Federal Government Parastatal Established By Act (CAP) 70 of the laws of the Federation of Nigeria 2004 to stimulate Productivity Consciousness, determine Productivity levels, monitor productivity trends, promote and lead the productivity movement in the country towards the attainment of higher level of productivity in all sectors of the Nigeria economy with the aim of Enhancing the living standard of the people.

### **VISION**

To be a world class productivity institution and a key player in realizing Nigeria`s overall growth and development objectives

### **MISSION**

To develop the mindset and institutionalize productivity culture in the citizenry for the enhancement of service delivery and quality of life.

# NATIONAL PRODUCTIVITY CENTRE CORE VALUES & CODE OF ETHICS

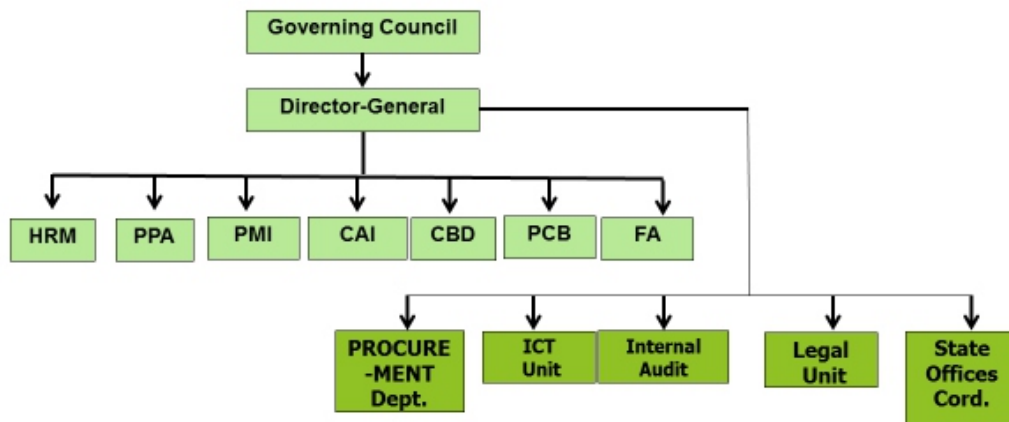
## CORE VALUES



## CODE OF ETHICS



## ORGANIZATIONAL STRUCTURE



### Key:

- PPA - Planning and Policy Analysis
- CAI - Corporate Affairs and Information
- PMI - Productivity Measurement and Index
- PCB - Productivity Capacity Building
- CBD - Consultancy & Business Development
- HRM - Human Resources Management
- FA - Finance & Accounts

Note: Procurement Department is under DGs Office here

## **THE GOVERNING COUNCIL**

Structurally, the Centre has a Governing Council headed by a Chairman. Membership of the Council is on appointment by the President and Commander-In-Chief of the Armed Forces. These members are carefully selected from vital sectors of the economy, comprising the following:

- (i) Nigeria Labour Congress
- (ii) The Nigerian Association of Chambers of Commerce, Industry, Mines and Agriculture (NACCIMA)
- (iii) The Nigerian Employers' Consultative Association (NECA).
- (iv) Federal Ministry of Industry, Trade and Investment
- (v) Trade Union Congress
- (vi) Federal Ministry of Labour and Employment
- (vii) The Centre for Management Development (CMD)
- (viii) The Nigerian Institute for Social and Economic Research (NISER)
- (ix) National Planning Commission
- (x) The Director-General of the NPC

The Council is the apex management body of the Centre. It formulates policies and programmes and ensures their implementations.

### **Committees of the Council:**

For administrative convenience and efficiency, the Council delegates its powers to either standing or ad-hoc Committees to conduct certain functions. The three regular standing Committees are:

- i. Finance and General Purposes Committee-responsible for fiscal and financial matters such as contracts, budgets, audit reports, etc.
- ii. Establishment Committee-responsible for staff matters such as employment, conditions of service and discipline.
- iii. Programmes Committee-responsible for the annual programmes by directing, scrutinizing and supervising the implementation of programmes.

### **Secretariat of the Council:**

The Council has a Secretariat under the office of the Director-General. An officer of the Centre is appointed by the Council to serve as its Secretary and is charged with the responsibility of managing the Secretariat.



## **OFFICE OF THE DIRECTOR-GENERAL**

The Director-General, who is appointed by the President, Commander-in-Chief of the Federal Republic of Nigeria is the Chief Executive and is responsible to the Council for the day-to-day management of the affairs of the Centre. Statutorily, the Director-General is a member of the Council and the National Productivity Order of Merit Award Committee. The Director-General also represents the nation at international organizations such as the Pan African Productivity Association (PAPA), the World Confederation of Productivity Science (WCPS), World Assembly of small and Medium Enterprises (WASME), International Labour Organization (ILO) and the African Regional Labour Administration Centre (ARLAC).

## **DEPARTMENTS AND THEIR FUNCTIONS**

### **I. CORPORATE AFFAIRS & INFORMATION (CAI)**

The Department has as its main goal, the stimulation of productivity consciousness among Nigerians through dissemination of productivity information and advocacy as well as enhancing the Centre's corporate image.

### **FUNCTIONS OF THE DEPARTMENT**

- Organize productivity Awareness Campaign to enhance productivity
- Enrich and further provide latest information on productivity improvement
- Create national consciousness towards a sustainable productivity movement in Nigeria.
- Manage the corporate image of the Centre.
- Publicize all the Centre's programmes and activities.
- Co-ordinate Productivity Coaching and Mentoring Schools' programmes and formation of productivity clubs at schools including organizing debate and quiz competitions at secondary schools on productivity related issues.
- Conduct NYSC lectures.
- Organize MDAs lectures for the public sector.
- Publication of productivity News, Journals, Information booklets, Annual reports and other NPC titles.
- Handle all protocol matters.
- Co-ordinate the NPC Foundation Day Lecture (FDL)
- Develop Audio-Visual materials for documentation, publicity, Teaching and Learning.
- Maintain and ensure an efficient library services to support research and intellectual needs of the Centre.
- Any other assignment as may be given

## **II. CONSULTANCY & BUSINESS DEVELOPMENT (CBD)**

The broad objective of this Department is to develop business strategies and provide consultancy services to client organizations.

### **FUNCTIONS OF THE DEPARTMENT**

- Designing and installation of Productivity and Quality Improvement Programmes (P&QIP) aimed at improving process efficiency and optimal utilization of resources with emphasis on waste reduction and improvement of work methods.
- Developing corporate business strategies.
- Appraisal of proposals for collaborative programmes from external bodies.
- Assessment of the Centre's areas of need requiring the services of consultants and recommending qualified individuals and organizations for engagement by the Centre.
- Collaborate with NASME, NACCIMA and other relevant bodies for the promotion of productivity in the SMEs.
- Co-ordinate NPC professional Membership Scheme.
- Brand and market all programmes and products of the Centre.
- Co-ordinate the provision of advisory services to organizations.
- Co-ordinate the International Organization for Standardization (ISO) certification programme
- Any other assignment as may be given.

## **III. FINANCE AND ACCOUNTS (F&A)**

The Finance and Accounts Department was established for efficient and effective service delivery of the financial dealings of the organization.

The department is responsible for the followings:

- Managing the finances of the Centre
- Maintenance of proper and adequate books of accounts.
- Ensuring adherence to laid down financial rules and procedures.
- Ensuring and instituting proper financial controls.
- Making of payment and receiving revenues.
- Preparation, submission and defense of Budget of the Centre.
- Budget monitoring/implementation
- Liaising on pressing matters relating to Budget office and Federal Ministry of Finance.
- Rendition of all relevant returns to the office of the Accountant-General of the Federation.
- Ensuring annual Audit of Accounts of the Centre.
- Any other assignment as may be assigned by the Director-General.

#### **IV. PLANNING AND POLICY ANALYSIS (PPA)**

The Planning and Policy Analysis Department is charged with the responsibility of developing strategies for the execution of the Centre's programmes. The Planning and Policy Analysis Department is charged with the responsibility of developing strategies for the successful execution of the Centre's programmes as well as coordinating planning and implementation of programmes and activities of the Centre for the attainment of her goals and objectives.

##### **FUNCTIONS OF THE DEPARTMENT**

- Designing and co-ordination of the Annual Programmes and Projects
- Monitoring and evaluation of programmes.
- Conducting empirical researches, surveys, and studies.
- Conducting studies on contemporary methods of increasing productivity. The intention is to generate knowledge and understanding of prevailing or emerging dynamics in the economy as they affect productivity.
- Liaising and co-operating with research institutes and all other organizations considered relevant for the attainment of the Centre's goals and objectives.
- Any other assignment as may be given.

#### **V. PRODUCTIVITY CAPACITY BUILDING (PCB)**

The overall responsibility of the department is to mobilize and develop the productive capacity of human resources of organizations for the attainment of organizational goals. The capacity building by the Centre is needs based.

##### **FUNCTIONS OF THE DEPARTMENT**

- Organizing Seminars, Workshops, Conferences and dialogues for the purpose of disseminating and sharing critical knowledge on productivity related matters in all sectors of the Nigerian economy to build skills and competences of organizations.
- Conducting In-plant programmes for both public and private sector organizations
- Organizing productivity training programmes and in-house seminars for staff of the Centre.
- Designing productivity training modules and materials
- Any other assignment as may be given.

#### **VI. PRODUCTIVITY MEASUREMENT AND INDEX (PMI)**

The Productivity Measurement and Index Department co-ordinates the national productivity Index programme of the Centre.

## **FUNCTIONS OF THE DEPARTMENT**

- Collect, analyze, document and disseminate relevant statistics on productivity trends.
  - Produce and disseminate information on sectoral productivity indices periodically.
  - Create and update Productivity indices databank of the Centre.
  - Research into contemporary data gathering systems for National, Regional/International companies.
  - Initiate and develop memos for government attention and action concerning productivity challenges in the economy.
  - Liaise and co-ordinate data gathering activities with other organizations locally and internationally for the purpose of enhancing quality of productivity data in Nigeria.
- Development and adoption of appropriate

## **VII. HUMAN RESOURCES MANAGEMENT (HRM)**

The department shall be responsible for the Recruitment, Discipline, Promotions, Staff Welfare, Management and Control of material resources that are needed for the running of the Centre.

## **FUNCTIONS OF THE DEPARTMENT**

- Advice on formulation and interpretation of administrative rules and regulations on establishment matters;
- Maintenance of office accommodation, transport, office equipment and other utilities.
- Collection and maintenance of administrative records such as minutes of meetings, staff records, etc.
- Co-ordinating staff training, general staff welfare, pension schemes;
- Implementing conditions of Service/Scheme of Service;
- Appointment, promotion and discipline of staff
- Interpretation and application of Public Service Rules (PSR).
- Computation and control of staff remuneration.
- Updating the Centre's nominal roll to ensure that officers' pay points and salary grade levels are reflected properly.
- Control and supervision of stores.

#### **IV. PROCUREMENT DEPARTMENT**

The Procurement department is in charge of disbursement of funds for delivery of goods and services through the assessment of needs, contract award, contract management and final payment.

#### **FUNCTIONS OF THE DEPARTMENT**

- To ensure that goods and services are procured with due attention to economy and efficiency;
- To ensure that funds are used to buy only goods and services needed for Centre's development;
- To ensure that procurement processes for goods, works and services are transparent, accountable and competitive.
- To keep adequate records of all procurement activities of the Centre;
- To effectively monitor, supervise and co-ordinate the activities of the State Offices.
- To ensure that requests, inquiries and other matters from the State Offices are promptly attended to;
- Any other duty as may be assigned by the Director-General.

#### **PROGRAMMES AND ACTIVITIES OF 2021**

The implementation of the Centre's programmes was hampered by the COVID-19 Pandemic. However, the following programmes of the Centre were carried out in 2021:

- **Productivity Promotion and Advocacy**
- **Creation of web-Based platform for staff training**
- **Development of the 3<sup>rd</sup> Strategic Plan (2021 – 2025)**
- **The inauguration of the reconstituted members of National Productivity Order of Merit Award Committee (NPOMAC)**
- **Productivity Coaching and Mentoring in Schools Debate in Selected Secondary Schools in FCT – Abuja**
- **Capacity Building Programmes at the Head Quarters**
- Establishment Of New State Office
- Nigeria Productivity Journal
- Researches And Surveys
- **Staff Training Programmes**
- **Foundation Day Lectures**
- **Productivity Awareness Lectures – FCT**
- **State Offices Reports**
- **Compilation of State Activities and Programmes**
- **Staff Promotion**

## **PRODUCTIVITY PROMOTION AND ADVOCACY**

### **Productivity Half Hour**

Robust productivity awareness creation framework using an integrated marketing communication approach which involves all media of communication was designed to constantly sensitize the citizenry on the strategic relevance of productivity and the need to develop a mindset for productivity improvement and sustained productivity culture.

In order to aggressively bring productivity to the grassroots, the National Productivity Centre has redoubled its productivity awareness creation through both the print and electronic media. The Productivity Half-hour is a radio magazine programme that interviews productivity experts who talk extensively about issues on productivity. This is a regular programme through which Management Staff are always on air to discuss important topics related to productivity from 3.00pm to 3.30pm every Thursdays, on Kapital FM Radio. A total of 29 Management Staff have featured on the radio programme during the period under review.

In addition, jingles in English, Pidgin English, Hausa, Yoruba and Igbo are being aired intermittently on the local radio channels especially Radio Nigeria, Kapital FM and Human Rights Radio. The visuals were also aired on NTA International and Channels Television for a period of time.

### **CREATION OF WEB-BASED PLATFORM FOR STAFF TRAINING**

For efficient and effective enhancement of its staff for quality service delivery, the Management of the National Productivity Centre has successfully created a web based virtual platform known as Zoom for virtual trainings and meetings for staff, departments and units of the organization. Using the virtual platform, the following in – House Seminars were conducted between March and November, 2021:

- Workplace Transformation Challenge: An Overview.
- Value Added Productivity Measurement: A Technique for Productivity Improvement in Organisation
- Understanding the Workings of the 2004 Pension Reform Act as Amended.
- Solid Waste Management Strategies for Productivity Improvement in Micro, Small and Medium Enterprises.
- Value Stream Mapping: A Productivity and Quality Improvement Technique for Enhanced Organisational Performance
- Women Empowerment and Productivity: A Case Study of Women in Ibadan North LGA, Oyo State.

- Work Ethics for Improved Productivity.
- Quality Circle as a Tool for Enhancing Productivity Improvement in Organisations.
- Introduction to Productivity Measurement.
- Performance Measurement for Organisational Improvement

#### **DEVELOPMENT OF 2021–2025 NPC STRATEGIC PLANS**

The 3<sup>RD</sup> Strategic Plan of the Centre (2021 – 2025) was developed and unveiled on Friday, 8<sup>th</sup> October, 2021 by the Director General, Dr. Kashim Akor.

#### **THE INAUGURATION OF THE NEWLY RE-CONSTITUTED MEMBERS OF NATIONAL PRODUCTIVITY ORDER OF MERIT AWARD COMMITTEE (NPOMAC)**

The inauguration of the newly re-constituted Committee was held on 18<sup>th</sup> March, 2021. The ceremony was performed by the Honourable Minister of Labour and Employment, Senator (Dr.) Chris Nwabueze Ngige. The Reconstituted Members are as follows:

1.	Barr. Ikechi Uko Chairman	Rep. Productive Sector	
2.	Mr. Victor Eburajolo, MNI	Manufacturing	Member
3.	Dr. Yerima Peter Tarfa	Perm. Sec, FML&E	Member
4.	Mr. Jatau Kunda	Nominee of Chairman- Senate Committee on Labour and Productivity	“ “
5.	Hon. Adamu Ali Wudil	Nominee of Chairman, House Committee on Labour and Productivity	“
6.	Mr. Jamiu A. Abdulkareem	Office of the SGF Rep.	“ “
7.	Alhaji Habu Adamu Jajere	Rep. NACCIMA	“ “
8.	Sen. Adawari Pepple	Rep. MAN	“ “
9.	Mr. Uche Nwokedi SAN	Rep. - Nigerian Bar Association (NBA)	“ “
10.	Chief Hilary Amodu	Rep. Creative Sector	“ “
11.	Dr. Kashim Akor	Director-General, National Productivity Centre	“ “
12.	Adenugba Adeola	Nat. Prod. Centre	Member/Sec.

## **PRODUCTIVITY COACHING AND MENTORING SCHOOLS DEBATE IN SELECTED SECONDARY SCHOOLS (PCM) IN FCT, ABUJA.**

Productivity Coaching and Mentoring is an Awareness Campaign programme aimed at expanding the frontiers of productivity at the grassroots. It is an arm of the Productivity Awareness Campaign programme designed to take productivity Awareness to secondary schools.

### **Objectives of the Programme:**

1. To get a group that will be in the vanguard of entrenching productivity for national development.
2. Teach basic principle of productivity improvement techniques'
3. Provide basis for spreading productivity messages
4. To make the youth imbibe productivity culture early in life
5. To create an avenue where the youth are mentored and coached on the issue of productivity
6. To guide our youth to make positive decision in life
7. To adequately position them to take their proper place in the developmental process of the nation.

### **CAPACITY BUILDING PROGRAMMES AT THE HEADQUARTERS**

The Productivity Capacity Building programme of the Centre carried out various trainings and workshops in the year 2021. The overall objective of Productivity Capacity Building (PCB) Department is to mobilize and develop the productive capacity of human resources of organizations for the attainment of organizational goals.

### **OBJECTIVES OF THE DEPARTMENT**

The specific objective of the Department is to:

- ✓ Organizing Seminars, Workshop, Conferences and Dialogues for the purpose of disseminating and sharing critical knowledge on productivity related matters in all sectors of the Nigerian economy to build skills and competences of organizations.
- ✓ Conducting In-Plant programmes for both public and private sector organizations.
- ✓ Organizing Productivity training programmes and in-house seminars for staff of the Centre.
- ✓ Designing productivity training modules and materials.
- ✓ Any other assignment as may be given.



In the period under review, the Productivity Capacity Building (PCB) Department carried out the following programmes:

**A. NATIONAL WORKSHOP ON “ENHANCING ORGANIZATIONAL PERFORMANCE THROUGH PRODUCTIVITY IMPROVEMENT TECHNIQUES”**

A National Workshop on “**Enhancing Organizational Performance through Productivity Improvement Techniques**” was successfully implemented. It was held from 7<sup>th</sup>-9<sup>th</sup> December, 2021 at Global Village and Suites, Abuja-Keffi Expressway (One-man Village), Koroduma, Karu LGA, Nasarawa State.

**Objective of the Workshop**

The overall objective of the workshop was to sharpen the knowledge, skills and competencies of participants for improved organizational performance. Other specific objectives were to;

1. explain the concept, meaning and importance of productivity;
2. acquaint participants with modern tools and techniques for productivity improvement;
3. equip participants with skills that will enable them to continuously improve and solve problems in their workstations;
4. expose participants to world best practices on improving organizational performance.



First from left at the front roll is Dr. Gbenga Bamiduro ( Director PPA Dept), Third is Mallam Hassan Abdullahi (Director CAI Dept.) representing the Director General of the centre Dr. Akor Kashim, also third from the right in front roll is Dr. (Mrs.) Oshati Titilola ( Director/HOD PCB Dept.) and other staff at the opening ceremony of the National Workshop.

### **Impact of the Workshop**

At the end of the workshop, participants acquired knowledge, skills and competencies on how to improve their performance in their various organizations for higher productivity. The workshop recorded a total of twenty-six (26) participants amongst which some of the participating organizations were:

- Federal Road Safety Corps.
- Joseph Sarwuan Tarka University, Makurdi (Federal University of Agriculture, Makurdi, Benue State)
- Gombe State Internal Revenue Services.
- National Institute of Pharmaceutical Research and Development.
- Bureau of Local Government Council.
- Raw Material Research and Development Council (RMRDC).

### **B. NPC CONFERENCE ROOM TRAINING PROGRAMMES**

Department implemented four (4) Conference Room Training Programmes as follows:-

1. Workplace Transformation Challenge
2. Productivity Improvement and Effective Service Delivery
3. Total Quality Management (TQM) As a Productivity Improvement Tool For Achieving Organizational Excellence
4. High Performance Work Practices For Enhanced Competitiveness

#### **1. WORKPLACE TRANSFORMATION CHALLENGE**

The two (2) Day Training Programme on “**Workplace Transformation Challenge**” was held at Conference Room of National Productivity Centre, Wuse Zone 4, Abuja from 18<sup>th</sup> to 20<sup>th</sup> May, 2021.

#### **Objective of the Training**

The overall objective of the training is to transform the workplace and enhanced the performance of the organization. Other specific objectives are to:

- ✓ identify workplace transformation challenges;
- ✓ expose participants to productivity improvement tools and techniques for workplace transformation;
- ✓ develop best operating practices (bop); and
- ✓ equip participants with Knowledge and Skills for Continuous Improvement.



Third from left at the front roll is Dr. Gbenga Bamiduro( Director PPA Dept) representing the Director General of the centre Dr. Akor Kashim, also third from the right in front roll is the Director/HOD PCB Dept. and other staff at the opening ceremony of the Conference Room Training Programme.

### **Impacts of the Training**

At the end of the training, participants were exposed to productivity improvement tools and techniques and were able to identified workplace transformation challenges in their various organizations. The training recorded three (3) fee paying participants.

## **2. PRODUCTIVITY IMPROVEMENT AND EFFECTIVE SERVICE DELIVERY**

The two (2) Day Training Programme on “**Productivity Improvement and Effective Service Delivery**” was held at Conference Room of National Productivity Centre, Wuse Zone 4, Abuja from 1<sup>st</sup> to 3<sup>rd</sup> June, 2021.

### **Objective**

The main objective of the training was to improve the performance of the participants and acquaint them with positive work ethics and basic productivity improvement/service delivery tools to execute their functions more efficiently and effectively. Other specific objectives were;

- ✓ explain the concepts and importance of productivity;
- ✓ identify factors affecting productivity in the work place;
- ✓ develop the right attitude to work;
- ✓ everyday work life, to improve their performances.



Third from left at the front roll is Dr. Gbenga Bamiduro( Director PPA Dept) representing the Director General of the centre Dr. Akor Kashim, also third from the right in front roll is A.O Adenugba (Director/HOD PCB Dept.) and second in front roll is Mrs. Ogriki Ebele (Director HRM Dept.) and other staffs at the opening ceremony of the conference room training Programme.

### **Impact of the Training**

At the end of the training, participants were able to identified factors affecting productivity in their organisations and developed positive work attitude for efficient and effective service delivery. The training recorded eight (8) fee paying participants.

#### **1. TOTAL QUALITY MANAGEMENT (TQM) AS A PRODUCTIVITY IMPROVEMENT TOOL FOR ACHIEVING ORGANIZATIONAL EXCELLENCE**

The Two (2) Day Training Programme on “**Total Quality Management (TQM) as a Productivity Improvement Tool for achieving Organizational Excellence**” held at Conference Room of National Productivity Centre, Wuse Zone 4, Abuja from 6<sup>th</sup> to 8<sup>th</sup> October, 2021.

### **Objective of the Training**

The overall objective of the training programme was to sensitize participants on the need for quality and excellence in service delivery to meet the challenges of an increasingly competitive environment. Other specific objectives were to;

- ✓ demonstrate good understanding of the concepts and principles of total quality management (TQM);
- ✓ explain the key features and processes of total quality management (TQM);
- ✓ understand the benefits of total quality management (TQM)
- ✓ examine competitive strategies for institutionalizing total quality management (TQM) in an organization and;
- ✓ analyze the leadership demands and challenges of excellence through total Quality Management (TQM).



Fifth from left at the front roll is Dr. Gbenga Bamiduro( Director PPA Dept) representing the Director General of the centre Dr. Akor Kashim, also third from the left in front roll is Dr. (Mrs.) Oshati Titilola (Director/HOD PCB Dept.) and other staffs at the opening Ceremony of the Conference Room Training Programme.

### **Impact of the Training**

At the end of the training, Participants acquired knowledge on competitive strategies for institutionalizing Total Quality Management in their various organizations and also the leadership demands and challenges of excellence through Total Quality Management. The training recorded two (2) fee paying participants.

### **1. HIGH PERFORMANCE WORK PRACTICES FOR ENHANCED COMPETITIVENESS**

The two (2) Day Training Programme on “**High Performance Work Practices for Enhanced Competitiveness**” held at Conference Room of National Productivity Centre, Wuse Zone 4, Abuja from 10<sup>th</sup> to 12<sup>th</sup> August, 2021.

### **Objective of the Training**

The broad objective of this training was to equip leaders in the organization with knowledge and skills required to strengthen their management systems in order to successfully navigate the turbulent waters of the competitive global environment. Other specific objectives were to:

- ✓ create awareness on productivity concepts and their effect on firm/organizational level competitiveness;
- ✓ discuss organizational level competitive strategies;
- ✓ describe leadership types and explore the kind of leadership that will inspire competitiveness in organization;
- ✓ explain the role of benchmarking in competitiveness;
- ✓ describe how blue ocean strategies are applied at organizational level;
- ✓ discuss change management.



Eight from left at the front roll is Dr. Gbenga Bamiduro( Director PPA Dept) representing the Director General of the centre (Dr. Akor Kashim), also fifth from the right in front roll is A.O Adenuga (Director/HOD PCB Dept.) and other staffs at the opening ceremony of the Conference Room Training Programme.

#### **a. High Performance Work Practices for Enhanced Competitiveness:-**

The training was conducted for Office Assistants and Store Officers of the above named Organization. The training was held from 23<sup>rd</sup> -24<sup>th</sup> November, 2021 at the NPC Conference Centre, Abuja. The training programme recorded a total number of nine (9) participants from the agency.

### **Objective of the Training Programme**

The broad objective of the training on “**High Performance Work Practices for Enhanced Competitiveness**” is to equip workers in the organization with knowledge and skills required to strengthen their management system in order to successfully navigate the turbulent waters of the competitive global environment. Other specific objectives are to:

- create awareness on Productivity concepts and their effect on firm/organizational level competitiveness;
- discuss organizational level competitive strategies;
- describe leadership types and explore the kind of leadership that will inspire competitiveness in organization;
- explain the role of benchmarking in competitiveness;
- describe how blue ocean strategies are applied at organizational level;
- discuss change management.

### **Impact of the Training**

At the end of the training, participants would have;

- acquired basic knowledge on organizational competitiveness;
- acquired basic knowledge on basic productivity improvement tools and techniques;
- acquired knowledge on administrative and communication skills;
- developed good organizational culture for productivity enhancement;

### **b. Attitudinal Re-Orientation, Defensive Driving and Inter-Personal Behaviour Improvement**

The training was designed for drivers and security personnel of the Nigeria Electricity Liability Management Company Limited (NELMCO). The training was held from 25<sup>th</sup> – 26<sup>th</sup> November, 2021 at the NPC Conference Centre, Abuja. The training programme recorded a total number of six (6) participants from the agency.

### **Objective of the Training Programme**

The main objective of the training on “**Attitudinal Re-Orientation, Defensive Driving and Inter-Personal Behaviour Improvement**” is to expose the participants to productivity implication of the nature of their job/duties. Other objectives are to:

- expose the participants to productivity Culture
- demonstrate through examples, how they can prolong the lifespan of their Organization vehicles
- identify common causes of automobiles accidents
- assess the performance of their vehicles daily, weekly and monthly

### **Impact of the Training**

At the end of the training programme participants would have;

- imbibed Productivity Culture
- developed good maintenance and cost reduction attitude
- demonstrate through examples how they can prolong the lifespan
- acquired knowledge on time management and organizational performanc

### **C. NPC ON-LINE IN-HOUSE SEMINAR PRESENTATION SERIES**

The following are the list of staff that presented at the on-line In-House Seminar Series in the year 2021;

- I. **Topic:** Workplace Transformation Challenge: An Overview.  
**Presenter:** Mr. Felix Ajunwa (PPRO, PCB Dept)  
**Date:** 10<sup>th</sup> March, 2021.
- II. **Topic:** Value Added Productivity Measurement: A Technique for Productivity Improvement in Organizations.  
**Presenter:** Engr. Clifford Alisigwe (Ag. Director/ HOD CBD Dept.)  
**Date:** 25<sup>th</sup> March, 2021.
- III. **Topic:** Understanding the Workings of the 2004 Pension Reform Act as Amended.  
**Presenter:** Mr. Joel Dayil, Assistant Director (Human Resources Management Dept.)  
**Date:** 22<sup>nd</sup> April, 2021.
- IV. **Topic:** Solid Waste Management Strategies for Productivity Improvement in Micro, Small and Medium Enterprises (MSMES).  
**Presenter:** Mrs. Florence Charles-Musa, Assistant Director (PCB).  
**Date:** 6<sup>th</sup> May, 2021.
- V. **Topic:** Value Stream Mapping: A Productivity and Quality Improvement Technique for Enhanced Organizational Performance.  
**Presenter:** Mr. Adebowale Adesanya, (SPRO, Consultancy and Business Development Dept.) Lagos State Office.  
**Date:** 27<sup>th</sup> May, 2021.
- VI. **Topic:** A case Student of Women in Ibadan North Local Govt. Area of Oyo State.  
**Presenter:** Mrs. Aghana Kauna, (SPRO). Oyo State Office.  
**Date:** 8<sup>th</sup> June, 2021
- VII. **Topic:** Work Ethics for Improved Productivity  
**Presenter:** Mrs. Amina Binta Alhassan , (ACPRO) CAI Headquarters.



**Date:** 29<sup>th</sup> June, 2021

- VIII. Topic: Introduction to Productivity Measurement  
**Presenter:** Mrs. Fate Oyibo Ileigo (PRO I). PMI Dept (Headquarters).  
**Date:** 28<sup>th</sup> July, 2021
- IX. Topic: Quality Circle as a Tool for Enhancing Productivity Improvement in Organizations  
**Presenter:** Mr. Aminu Garga Usama (ACPRO). PMI Dept (Kaduna State Office).  
**Date:** 5<sup>th</sup> August, 2021
- X. **Topic:** Performance Measurement for Organizational Improvement  
**Presenter:** Mr. Solomon Akor (PRO I). PCB Dept (Headquarters)  
**Date:** 16<sup>th</sup> September, 2021.
- XI. **Topic:** Crew Resources Management: A Tool for Improving Organizational Productivity.  
**Presenter:** Mr. Solomon Yoksa (PPRP). CBD Dept (Borno State)  
**Date:** 28<sup>th</sup> October, 2021.
- XII. Topic: Employee Motivation: A Tool for Organizational Productivity Improvement  
**Presenter:** Mr. Babagana Modu Aji. (ACPRO) PCB Dept. (Borno State Office).  
**Date:** 23<sup>rd</sup> November, 2021.
- E. INTERNATIONAL PRODUCTIVITY LECTURE PRESENTATION SERIES**
- The Department within the year under review conducted the one(1) online international productivity lecture series;
- Kaizen for Organizational Productivity and Quality Improvement: the Total Approach by Mr. Victor Ainoko, PRO I, CAI Department, Headquarters. Presented on 7<sup>th</sup> October, 2021.

### **STAFF TRAINING PROGRAMMES**

The Director, Human Resources Management, Mrs. E. E. Ogriki alongside other nine (9) staff from the department attended the 13<sup>th</sup> Special Human Resource Forum with the theme “Managing People and Resources in a Disputed Economy”.

Twenty-one staff also attended and benefitted from a training programme organized by HFC (Full Name) on “Attitudinal Change for Personal Effectiveness” that was held at Abuja. Date

and Venue

### **ESTABLISHMENT OF NEW STATE OFFICE**

The Centre took charge of an office accommodation at Federal Secretariat Complex, Ilorin Kwara State for the establishment of a state office in Kwara State. The State Office has since started operating while plans have reached an advanced stage to open a State Office in Osogbo, Osun State.

### **NIGERIA PRODUCTIVITY JOURNAL**

Two editions of the journal for January, 2021 as 2<sup>nd</sup> edition and April, 2021 as 3<sup>rd</sup> edition were rolled out during the period

### **RESEARCHES AND SURVEYS**

Survey on Improving the Productivity of Women Entrepreneurs in Nigeria The report of this survey which was concluded during 2<sup>nd</sup> quarter of the year was printed and disseminated to various stakeholders in the Productivity movement nationwide during the period under review. Survey on the Implementation of PLWS in the Public Sector: Mandates and Functions of MDAs in the FCT. The collation and analysis of data on the survey is ongoing.



## **INSTITUTIONAL LINKAGES**

Relationship between the Centre and the public and private sector organizations including the formal sector were enhanced. NPC is now an active members of Nigerian association of Small and Medium Enterprises (NASME), actively network with Nigeria Entrepreneur Forum (FORUM), National Chamber of Commerce, Industries, Mines and Agriculture (NACCIMA) as well as Nigerian Employers Consultative Association (NECA). The Centre also partnered with the National Salaries Incomes and Wages Commission and provides input in the determination of the National Minimum wage.

## **Representation in International activities**

The Centre actively represented Nigeria on the Board of the Pan-African Productivity Association (PAPA) as well as the African Regional Labour Administration Centre (ARLAC).

## **2021 FOUNDATION DAY LECTURE**

The Foundation Day Lecture (FDL) is one of the core programmes of the National Productivity Centre designed to bring the issue of productivity to a wider national focus through sharing experience of other nations in their efforts towards higher productivity. This is with a desire to reawaken productivity consciousness of the citizenry.

Essentially the lecture celebrates the productivity movement in Nigeria, which dates back to 1978. It is also designed to tap from the knowledge of other nations so that Nigeria can be enriched in her knowledge and practice of the productivity concept. Participants and discussants are drawn from the academic and research institutions, the diplomatic corps, public services, industries as well as the informal sector of the Nigerian economy.

## **Objectives**

The overall objective of the programme is to educate Nigerians on productivity movements in various parts of the world and to generate a national discourse that will stimulate the development of a productivity mind-set among all Nigerians.

Other objectives include:

- To create national consciousness towards a sustainable productivity-driven economy.
- To highlight the importance of labour in the process of enhancing national output, higher performance, growth and sustainable development.
- To deliberate on strategies necessary for promoting productivity in the country.

The 2021 6th Foundation Day Lecture (FDL) organized by National Productivity Centre (NPC). It was held on 29<sup>th</sup> November, 2021 at Nigerian National Merit Award House, Maitama, FCT, Abuja. The FDL comprised of the Guest Speaker, **Engr. Umar B. Bindir PhD NPOM**, National Coordinator, and National Social Investment Programme. The topic of the FDL: **Productivity Paradox: Creating the Pathway of Growth and Development.**

In his introduction, the Director General stated that, the Centre's programmes are targeted at not only keying into government's aspiration of a Productive nation but helping it achieve its goal of raising the level of improvement in service delivery through an institutionalized culture of Productivity in the citizenry.

The opening remark was given by the FDL Chairman, **Barrister Eyo Nsa Ekpo, Chairman of the Governing Council, National Productivity Centre. Goodwill Message were delivered by NLC, TUC, NDE, IAP, A total of 400 participants were in attendance.**

**The following Recommendations were made at the programme.**

- The need for legitimacy of Education in Nigeria for improved productivity which means that the right people should learn and the right people should also teach.
- The need to link technology, science and innovation and internalize it Nigerians for improved productivity,
- The need to adopt technology based knowledge and innovation as the functional engine that drives productivity and invest in it.
- The need for government at all levels to prioritize investment on human capital.
- Finally, the need for government to concentrate on the application of the Indigenous technological outputs mainly aimed at harnessing the Nations resources and capabilities, develop the skills and apply innovation and inventive strategies to strengthen economic activities such as establishment of SMEs, incubation hubs/centres and Technology Parks for sustainable economic development, literally a strategy to “**create the pathway of growth and development**”.

**BELOW ARE PHOTOPGRAPHS OF THE FOUNDATION DAY LECTURE 2021  
FOUNDATION DAY LECTURE**





**Cross section of participants at Foundation Day Lecture**

**REPORT OF THE 2021 PRODUCTIVITY AWARENESS LECTURE HELD FOR TEACHERS IN PRIVATE AND PUBLIC SCHOOLS IN FCT, ABUJA.**

In continuation of the National Productivity Centers, effort to arouse Productivity Awareness, the corporate Affairs and Information Department during the year under review kicked start a programme Titled, **Productivity Awareness lecture for teachers in secondary schools**. This programme was designed to create the necessary productivity awareness amongst the teachers and also expose them to the basic concept, terms and practices of productivity.

**CONENT OF THE PRESENTATION**

- Productivity concepts
- Our mission, NPC spread, Core activities and Mandate.
- Productivity perspectives
- Factors affecting productivity, productivity as it relates to teachers
- Basic productivity concepts
- Productivity improvement tools and
- Tips for productivity

**The following are list of school where the program took place:**

1. Government Secondary School Gwarimpa
2. Government Secondary School Ludge
3. Government Secondary School Tudun Wada
4. Government Day Secondary School Dutse
5. Government Secondary School Bwari
6. Government Secondary School Kuje
7. School for the Gifted Gwagwalada
8. Great Height Academy Kado Estate.
9. Government Secondary School Jiwa
10. Government Day Secondary School Bwari

**OBJECTIVES OF THE LECTURE**

The primary objectives is to improve teachers performance as they appreciate productivity concepts. Other objectives include;

- To understand productivity and be able to apply basic improvement techniques in their performance.
- To enhance teachers output through efficient and quality services in respect to Nigerian education.
- To enhance teachers' productivity through effective time management.
- To enable teachers to appreciate the concept of productivity and its application and also guide them on how to impact knowledge that will make the students more productive.

**IMPACT OF THE LECTURE**

The lecture was able to arouse productivity consciousness in the participants as well as build their ability to understand the concepts of productivity that would boost their capability to impact positive knowledge on the students.

**TARGET AUDIENCE**

The lecture was targeted at teachers in both private and public secondary schools.

**PRESENTATION MODE**

The lecture was 45minute PowerPoint presentation and interactive session within the premises of the school and during break hour so that it will not interfere with school's activities.

## **STATE OFFICES REPORT ON ACTIVITIES AND PROGRAMMES**

### **LAGOS STATE**

The Lagos State office of the National Productivity Centre successfully conducted the Productivity Coaching and Mentoring in some selected secondary schools in Lagos State. The lectures are aimed at catching the students young in imbibing the culture of productivity in early in life. It was also targeted at improving their productivity in the academic pursuit so to contribute in building the nation for future living standard of the entire citizenry.

#### **Expected Impact of the Programme**

1. The students were taught the basic tenets of Productivity Culture.
2. Inculcating desirable productivity ethics such as discipline, honesty, punctuality, etc.
3. Students were taught some basic productivity tools which is aimed on improving their studies.
4. They were given tips on how to perform excellently in exams.

#### **Names of Schools Selected for PCM**

1. Lajo Community Junior School, Oreta Offin Road, Igbogbo Ikorodu, Lagos
2. Zumratu Junior School, Igbogbo Road, Ikorodu, Lagos.
3. Baiyeku Junior School, Igbogbo Road, Ikorodu, Lagos.
4. Offin Junior School, Igbogbo Road, Ikorodu, Lagos.

#### **The Lagos State Office of the National Productivity Centre in the period under review was engaged in a series of activities within the area of its jurisdiction**



**Staff of National Productivity Centre, Lagos State Office**



Teachers and Staff of National Productivity Centre, Lagos State Office



Selected students, Teachers and Staff of National Productivity Centre, Lagos State Office



Students during the training sections



## OFFICIAL COURTESY VISITS

The Lagos state office engaged in series of official visits to notable heads of Departments and Parastatal during the year under review. So far the Lagos State office discussed and gave proposal for training of their staff.

The agencies are as follows:

1. Permanent Secretary of Head of Service Lagos State Civil Service. 08/06/2021
2. President of Association of Senior Staff of Banks and Financial Institutions (ASSBIFI) 14/09/2021
3. The Nigerian Association of Chamber of Commerce and Industry, Mines and Agriculture (NACCIMA) 6/09/2021

## PICTURES AT THE EVENTS



The Lagos State Coordinator, the president of ASSBIFI, Vice president of ASSBIFI and other members of staff at the Lagos State Office.



Deliberations during the visit to national secretariat of ASSBIFI

Presentation of Lagos State Brochure to the President of ASSBIFI



Presentation of Lagos State Brochure to the Director General of NACCIMA



The Lagos State Coordinator, the Director General of NACCIMA and other members of staff at the Lagos State Office.



Photo section with staff of Federal Road Safety, Ojodu Berger Lagos State



Photo section with members of staff of Nigeria Security & Civil Defence Corps



Photo section with members of staff of Federal Ministry of Finance, Lagos State Office



Lecture at the Senior Staff Association of Federal Ministry of Work

1. A training programme which was organized by the NPC, Abuja on Agricultural produce (cassava, cocoa, sesame and rice) for farmers across value chain in Lagos State West Senatorial District Organization was held between 25th and 26th October 2021. The DG was represented by an Assistant Director -Mrs. Abodunrin Rabiun from Lagos State Office. The programme was aimed at empowering the old and youth. Sponsored by RT. Hon. James Abiodun Faleke (M.H.R)  
The venue of the programme was Academy Guest House and Event Centre, Lateef Jakande Road, Agidingbi, Ikeja, Lagos. The Grand finale which marked the end of the programme to place on 31st October, 2021 at Vintage Point Multi-purpose Hall, 129, Acme Road, Ogba, Ikeja.
  
2. A Training and Empowerment Programme was organized for individuals in Lagos Central District in the art of Cake and Snack making, Cosmetology and Photography. The programme was sponsored by Senator Oluremi Tinubu. The training programme commenced on the 25th November 2021 and ended on 27th November 2021. The trainings were conducted at the following locations:
  - i. Cosmetology Training: Yaba LCDA Secretariat, Panti Street Adekunle, Ebute Metta, Lagos State.
  
  - ii. Cosmetology Training (2): Lagos Island East LCDA Arts and Crafts Centre, Sura, Lagos Island, Lagos State.
  
  - iii. Photography Training: Surulere Local Government. Akerele Health Centre opposite Eko Hospital Akerele Surulere, Lagos State.
  
  - iv. Confectionary Training: IRU/VI/ LCDA, 1-7 Muri Okunola Street, Victoria Island Lagos State

## **OGUN STATE**

1. Commissioning of a Library Complex donated to the Federal Polytechnic, Ilaro, Ogun State was held on 19th November, 2021 at the Federal Polytechnic, Ilaro. The Library was sponsored by Senator Solomon Olamide Adeola and the DG was represented by Mrs. A. A. Abodunrin-Rabiun.- + Asst. Director, Lagos State Office.
  
2. A training programme for farmers on “How to Improve Productivity in Farming” took place at Ifo Local Government, Ogun State, sponsored by Hon. Ibrahim A. Isiaka. The venue was at Easy Life Centre, Ifo Ogun State. It was held on 7th December, 2021.

## **COLLABORATIVE WORKSHOP/TRAINING WITH TRELIS CONSULTING ON STRATEGIES FOR PRODUCTIVITY IMPROVEMENT**

The Lagos NPC collaborated with the chief consultant (Mr. Mike Omoni) of Trellis consulting in order to organize collaborative trainings and workshop. The specific objectives of the trainings are as follows:

1. The lecture is a sensitization drive aimed at arousing Productivity consciousness in the public service.
2. The main objective is to sharpen the skills and competences of Human Resources in the public service for improved Productivity and efficient service delivery.
3. To introduce the participants to productivity and strategies.
4. To highlight and implement strategies for productivity enhancement.
5. To exchange ideas on productivity improvement in various sector of the economy.
6. To give specialized trainings depending on the participants needs.

### **Training titles**

The series of trainings titles include the following but not limited to:

1. The lecture is a sensitization drive aimed at arousing Productivity consciousness in the public service.
2. Five '5S Good House-Keeping for Effective Productivity.
3. Strategies for Building & Leading Effective Teams for improved Productivity.
4. Essential Tools & Tips | Using ZOOM online for Effective Productivity
5. Work Ethics and attitudinal change for peak performance
6. Modern electrical maintenance, distribution and equipment operations for electrical engineers
7. Strategic management, ICT & high tech decision making
8. Project financing, budgeting and accounting for Fixed Assets & Management

**Duration:** 3 days per course

**Number of participants:** 14 participants were in attendance.

**Venue(s):** the main venue for most of the trainings were in Excellence Hotel Ogba, Lagos and some trainings took place in Royal Dream Hotel, Mararaba

### **Impact of the trainings**

At the end of the trainings, the participants:

1. Gained knowledge of productivity
2. Better and effective work ethics
3. Acquire knowledge on basic productivity techniques.

## **BORNO STATE**

The Borno state office, in a similar development, embarked on Productivity Awareness Campaign in Ministries, Departments and Agencies (MDAs). The state office conducted the Productivity Awareness Lectures for Ministries, Departments and Agencies (MDAs) at the Nigeria Immigration Service, Borno State Command, Federal Secretariat Complex, Airport Road and the Nigerian correctional Service, Borno state Command, Baga Road, both in Maiduguri Borno State.

### **Objectives:-**

The main objective of the MDAs lecture is to sharpen the skills and competences of Human Resources in the public service for improved productivity and efficient service delivery.

The Specific Objectives are to:

- i. Inculcate in the participants the right attitude to work;
- ii. Enable participants to understand the concept and importance of productivity;
- iii. Apply basic productivity concepts in their daily work life;
- iv. Inculcate productivity consciousness in the minds of participants; and
- v. Enable participants to apply basic productivity improvement techniques and tools in their daily lives.

**Venue:** the Lecture for Nigeria Immigration Service was held at the Federal Secretariat Conference Hall, while that of Nigeria correctional Service was held at the Command's Premises along Baga Road, in Maiduguri.

**Date Executed:** The Productivity Awareness lecture for the Nigeria Immigration service was executed on the Thursday the 11<sup>th</sup> of February, 2021, while the one of Nigeria Correctional Service was executed on Thursday the 18<sup>th</sup> of February, 2021.

**Number of participant:** For Nigeria Immigration service, thirty two (32) senior officers and men attended the lecture made up of one (1) Deputy Comptroller, (DCI Hauwa Bukar) who represented the State Comptroller, three Assistant Comptrollers, other unit heads and other ranks.

On the other hand, the lecture at the Nigerian Correctional Service was attended by forty eight (48) Senior Officers and other ranks. The Controller was represented by Deputy Controller Correctional (DCC) in charge Admin, Mr Ijafu Bukar. There were also two other Deputy Controllers, four Assistant Controllers, senior officers and other ranks in attendance.

**Outcome/Impact:** Productivity Awareness was created and participants learnt some basic productivity principles and tools.

The lecture generated lots of comments, questions and answers. Officers expressed happiness for the opportunity given them to gain the knowledge of productivity. There were activities to demonstrate time management and team building in the work place. The State Office also Installed Productivity and Quality Improvement Programme (P&QIP) in Borno Plastic Industry (BOPLAS).

### **Objectives**

The objectives of Installing P&QIP in the above mentioned company are as follows:

- (1) To identify the company's productivity problems and proffer solutions to it.
- (2) To assist the company improve its performances and maximize its profitability through the application of productivity techniques.
- (3) To inculcate productivity and Quality Culture in the workers for them to produce products that meets customer's satisfaction.
- (4) To encourage team – work (team-building) leading to higher employee morale, motivation and commitment to achieving organizational goals.
- (5) To bring about efficient and effective utilization of the company's available resources.
- (6) To ensure sustainability of the company.

**Target Audience:** Management and staff of the Company (Borno Plastic Industry' employees)

### **Methodology:**

The P&QIP Installation was carried in the following way:

- (1) Opening meeting or awareness forum (initial contact).
- (2) Problem Identification Activities (getting the facts or data gathering) – Interviews, Productivity Awareness Survey (PAS) and observation tour of the company.
- (3) Consolidation of data or data collation.
- (4) Analysis of data and building of hypotheses
- (5) Confirmation of finding and objectives
- (6) Writing and Presentation of Interim Report to Management of the Company.
- (7) Organizing Behavioural Modification Seminar
- (8) Constitution of Quality Productivity Committee.  
Training of the Quality Productivity Committee on the Tools deployed.
- (9) Development of improvement solutions.
- (10) Monitoring and Evaluation of the implementation process of the productivity tools.
- (11) Making Recommendations.
- (12) Report Writing.
- (13) Closing meeting/presentation of (P&QIP) Report

**Duration:** The Installation of the P&QIP in the Company is lasted for Seven (7) months. The programme was held on 25<sup>th</sup> January, 2021.

### **EDO STATE**

In the Edo State Office, a great achievement was recorded. The principal management staff led by the state coordinator Mr. Banje Suru was able to convince the management of NUGO SHOE FACTORY on the needs and importance of P&QIP installation in their factory. In line with the conviction, it was reiterated that NPC intervention through their various activities of programme will assist the shoe factory produce quality goods in efficient and effective manner for marketability and profitability.

That Centre was also set to promote the application and adoption of cutting edge productivity improvement techniques and tools for enhanced performance which will assist them reduce cost, wastages and detect defects during production. The NUGO shoe factory however agreed for the installation of P&QIP in the year 2022.

### **COURTESY VISIT TO BANK OF INDUSTRY (BOI)**

Again, In an attempt to synergize and sort for collaboration on programmes, a courtesy visit was made on July 15, 2021. NPC team was led by Alabi Adetoyin, in the entourage were Mr. Anthony Imhoaghene, Dr Augustine Osunbor and Mrs Osarhiemen Mercy. They were received by the state coordinator of BOI, Mr. Christopher Omodiagbe. After the warm reception and to further create awareness on the NPC programmes, it was tentatively agreed upon that both organisations should organize a collaborative workshop to assist SMEs and in other capacity. At this meetings the BOI responded by itemizing various steps for which NPC could assist SMEs source or access funds from various financial institutions in Nigeria. These various easy steps to access BOI facilities and financial assistance were as follows:

- Formal application letter, that is what you want to use the funds for, must be well articulated.
- Completion of BOI questionnaire, that is the BOI will administer questionnaire on the beneficiary Submission of photocopies of certificates of incorporation from Corporate Affairs Commission in the state where the business is established.
- Submission of three years most recent audited accounts.
- Reports of feasibility study, that is state how you started the business or organisation.

Land and building documents be made available, that is certificate of occupancy (C.Of.O) of a house plan and on rent agreement.

Preformed invoice for items and machinery equipments in use should also be made available.



- State price and sources of raw materials.
- Three years tax clearance certificate of the organization, firm, company, factory, industry etc.
- Eight (8) recent passport photographs each of two (2) directors and the organization or company secretary.
- Valid identification cards which could be international passport, drivers' license, Voters Card, National Identity Number etc of two directors. The information stated above according to the BOI state coordinator will assist NPC during MSMEs



The team of NPC and the management of NUGO shoe factory on Group photograph



Dr. Osunbor observing the process of making shoes

## **INSTALLATION OF P&QIP FOR IMPROVED TEACHING AND LEARNING IN REDEEMED CHRISTIAN CHURCH OF GOD.RCCG –**

### **BACKGROUND**

Productivity and Quality Improvement Programme is a well articulated programme of activities targeted at a specific and entire concerned client organization for improved productivity, production and better quality service delivery through efficient and effective utilization of productivity tools and techniques. The programme was geared towards achieving the following objectives.

### **AIMS AND OBJECTIVES OF P&QIP**

- To improve the quality of the human resource management in the client organization.
- To institutionalize productivity culture and mindset in organization.
- To promote and encourage leadership and team work leading to higher employee morale, motivation and commitment in other to achieve organizational desirable progress, goal and quality products and services.
- To identify productivity problems and proffer solutions to such constraints or challenges.

During the year 2021 under review, the State Office P&QIP was installed in the Redeemed Christian Church of God. The NPC team collectively managed and maintained P&QIP main features to the benefits of the organization and they comprise the following components:

- Create the awareness forum through an introductory letter and a round table discussion on the benefits of the programme.
- The team embarked on organizational diagnosis (OD) which consisted of interview, PAS.
- Work-study, (method study, work measurement) from sampling activity through which productivity problems are analyzed.
- Presentation of productivity seminar on behavioural modifications.
- The formidable team of NPC constituted PC and QPC for Quality Circle Control. This was achieved by setting them up (formation), inauguration and training
- Development of P&Q tools and techniques through brainstorming for implementation.
- The team started monitoring and evaluation for compliance of the exercise.
- Withdrawal of team, make submission.
- Team present reports on the project.

### **THE STATUS**

P&QIP was a concluded exercise before the final implementation; it will interest the management to know what informed the choice of RCCG school venture for the installation. It is because the school is located in a competitive environment with low enrolment and poor performance. The school management wanted the NPC management to help the school improve on their operation for better performance.

### **EXPECTED IMPACT**

The school management promised after the exercise to abide by the processes used to identify, inform, organize, guide in the utilization of resources for increased level of

productivity. Therefore it is expected that the school authority will improve in the working condition of their staff, provide materials for teaching and learning, take employees welfare seriously, make provisions for laboratories and improve the working environment.



The state coordinator monitoring a lecture presentation



Group photo of NPC team with members of staff of the school after P&QIP seminar and A member of staff teaching in a class room

### **TRAINING PROGRAMME AT THE OFFICE OF HEAD OF SERVICE AND CHAIRPERSON EDO STATE CIVIL SERVICE COMMISSION**

Within the period under review, the Management of NPC Edo state led by the state coordinator Mr. Banje Suru, paid a courtesy visit to the chairperson Edo State civil service commission Princess Ekiwa Inneh, fnim in company of other dignitaries Prince M.M Ogedegbe; Commissioner designate, Mrs B.J. Igbinosu, Mr Gilbert Adegboyega; director promotions, Mrs R.N Emokpai; director account, Mr. Lucky Agbonile; director Admin, Mr. E.S Badmus; P.R.O.

After the sensitization lecture on NPC programmes and activities, it was collectively agreed that staff be intimated on productivity concepts. Productivity Awareness Lecture was thereafter given to the Management and Staff of the State Government on the topic titled, **“Harnessing the Dynamics of Basic Productivity Tool and Techniques for Higher performance”** The training was attended by Civil service workers on grade level 7-12. This sensitization and mobilization lecture subsequently took place on the 23<sup>rd</sup> to 24<sup>th</sup> November 2021. The training was manned with high enthusiasm. With this, MOU was proposed against 2022.

A similar training programme was also organized with the office of the head of service with similar themes and contents. This training was held at the John Odigie Oyegun Civil service Academic hall 2 on the 3rd of December 2021. It was brought on board after a successful discussion with the head of service, Barrister Anthony Okunbowa in the month of September 2021 over and via zoom meeting where he conceded to the arrangement. The HOS mandated the director of training Victor Ekenenih Esq. to circulate the information through memo to the affected departments under the office of the head of service.

The HOS and Civil Service Commission all agreed in principle that NPC Edo state should put a proposal on training programme against 2022 early enough in the first quarter to enable them (Edo State Government) input it into their supplementary budget.



Cross section on NPC team led by the state coordinator Mr. Banje Suru



NPC team and chairperson of the commission Princess Ekiwa Inneh and other directors of the commission



Address by the chairperson of the commission



Mrs. Osarhienmen delivery her paper on team Work



Cross section of staff of the commission in the training programme



Group photograph after the training



NPC staff in charge of Media



Group photograph of NPC team and staff of the Edo state Government house led by the permanent secretary



The Training Hall



Edo state coordinator and participants at the training exercise

## 2021 NPC CAPITAL FEDERAL CONSTITUENCY PROJECTS

### EDO STATE

In the year under review, Edo state office took active part in the supervision of federal constituency project. Programme officers were mandated as the case may be to verify, supervise and inspect projects in Delta and Edo States, as directed and assigned by the Headquarter under the Department procurement.

This exercise took officers round some Local Government Area in Edo State in particular, which comprises Owan, Etsako, Orhionwon, Uhunowonde, Egor and Ovia. While in delta, projects were also inspected in Sapele, Okpe and Uvwie local government areas. The supervision and

inspection were on the installation of solar street lights, empowerment training, class room structures, town hall, entrepreneurship development training

## **OYO STATE**

### **Capacity Building Programme**

In its sustained efforts to actualize the Centre's programmes and activities, and also to constantly educate Nigerians on the relevance of productivity and the strategic place of the National Productivity Centre in leading the movement for productivity growth in Nigeria, the Centre engaged in capacity building in some Local Government Areas in the country.

The trainings were designed to educate participants with the requisite knowledge that will enhance their competences and sharpen their skills for improved performance and higher productivity. Specific objectives of the training include:

- To adequately publicize the activities and programmes of the Centre.
- To disseminate productivity tools and techniques for productivity improvement.
- To constantly highlight the cardinality of productivity in the socio-economic growth and development of Nigerian economy.
- To ensure a favourable corporate image and identity for the Centre

So far the following Capacity Building Programmes were conducted for officers of the Oyo State Local Governments Areas:

- Workplace Transformation Challenge.
- Productivity Improvement and Effective Service Delivery.
- Total Quality Management: A Productivity Improvement Tool for Achieving Organisational Excellence.
- Taking Local Government Administrators to the Next Level Agenda in Productivity, Leadership and Accountability for Oyo State Local Government Leadership and Productivity Workshop
- Taking Local Government Administrators to the Next Level Agenda in Productivity, Leadership and Accountability for Oyo State Local Government Leadership and Productivity Workshop
- Taking Local Government Administrators to the Next Level Agenda in Productivity, Leadership and Accountability

## **BAUCHI STATE**

- Bauchi State Office requested from the state government to present productivity sensitization lectures to the Bauchi State Ministries, Department and Agencies (MDAs) through a letter dated 17<sup>th</sup> November, 2021.
- We were obliged by the state government through the Head of Service in a letter dated 8<sup>th</sup> December 2021 to commence the programme.

The programme was to start on the 14<sup>th</sup> of December 2021, but was later shifted to



State coordinator and staff at BRC Bauchi Provost and NPC Staff at A.D Rufia College of Legal Studies



Provost and Some NPC Staff at College of Health Technology Ningi

Cross section of some participants at the Bauchi State Judiciary



Cross section of some participants at Bill and Radio Melinda Gates School of Nursing Bauchi

Cross section of participants at Bauchi Corporation Bauchi



## MORE REPORTS FROM THE STATE OFFICES

- Productivity coaching and mentoring	City Government College Owerri, Imo	The student and teachers	9-9-2021	City Government College Auditorium Hall	4 staff or persons	Ongoing
- Productivity coaching and mentoring	Emmanuel College Owerri, Imo State	The students and teachers	24-9-2021	Emmanuel College Hall	7 staff or persons	Ongoing
- Productivity and quality improvement programme (P&QIP)	Valumbra Flour mill Aba, Abia State	The staff and management	28-6-2021	Valumbra training Center	5 staff or persons	Ongoing
- Productivity awareness campaign programme (PAC)	Manufactural associations of Nigeria (MAN) Owerri, Imo State	The members and management	24-8-2021	Manufactural associations of Nigeria conference Hall Owerri	5 staff or persons	Successful
- Productivity awareness campaign programme (PAC)	Manufactural associations of Nigeria (MAN) Aba, Abia State	The members and management	23-9-2021	Manufactural associations of Nigeria Hall Center Aba	4 staff or persons	Successful
- Productivity awareness campaign programme (PAC)	The head of service of Government State Secretariat Owerri, Imo State	The staff and management	4-8-2021	The head of service conference hall, state secretariat, Owerri	6 staff or persons	Ongoing
- Two weeks in house training on productivity and quality improvement programme (P&QIP)	National Productivity Centre Owerri, State Office Federal Secretariat Conference Hall	The staff and management	18-8-2021	NPC Owerri state conference Hall	27 staff or persons	Successful

## 2021 STAFF PROMOTION

### Directors

S/N	NAMES	EFFECTIVE DATE
1	Alisigwe Clifford Chikanele (Mr.)	1\1\2021
2	Dr. Oshati Titilola	1\1\2021
3	Mrs. Ngozi. Angela Chika-Ugada	1\1\2021

### Deputy Directors

S/N	NAMES	EFFECTIVE DATE
1	Edet H. Solomon (Mr.)	1\1\2021
2	Engr. Abua Celestine Ajaba	1\1\2021
3	Alabi Adetoyin Oluwafumilayo (Mrs.)	1\1\2021
4	Mrs. Fashanu Folushola Olayemi	1\1\2021
5	Mari Samuel M. (Mr.)	1\1\2021

S/N	NAMES	Rank	EFFECTIVE DATE
1	Gegele Yusuf Abdul-Gafar Oladimeji (Mr.) ACEO	CEO (GD) CONRAISS 12	1/1/2021
2	Fischer-Nwaokolo Mary (Mrs.)	CEO (GD) CONRAISS 12	1/1/2021

S/N	NAME	RANK	EFFECTIVE DATE
1	Audu Ado Ladi (Mrs.) PEO I	ACEO CONRAISS 11	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Udeagha Chinelo Loretta. (Miss.) PEO II	PEO I CON. 10	1/1/2021
2	Ihemere Ugochukwu (Mr.)		1/1/2021

S/N	NAME	RANK	EFFECTIVE DATE
1	Akor Tanimu (Mr.) SAO	PAO CON. 10	1/1/2021

S/N	NAME	RANK	EFFECTIVE DATE
1	Adamu Fatima (Mrs.) SEO	PEO II CON. 09	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Monchie Patience (Mrs.) HEO	SEO (GD) CON. 08	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Afeluma Henry (Mr.) EO (GD)	HEO CON. 07	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Olapade Henry Olawoyin. (Mr.) ACCS	CCS CON. 12	1/1/2021
2	Fadumiye Gladys. (Mrs.)		1/1/2021
3	Aina Motunrayo Olayinka. (Mrs.)		1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Lami Catherine Hilary (Mrs.) PCS I	ACCS CON. 11	1/1/2021
2	Fanti Saleh Ahmed (Mr.)		1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Umar Fatima Adamu (Mrs.) PCS II	PCS CON. 10	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Stephen Comfort (Mrs.) SCS	PCS II CON. 09	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Uzochukwu Ada Kate (Mrs.) ACA	CA CON. 12	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Chukwuma Johnson Donald (Mr.) ACEO	CEO (ACCOUNTS CON. 12	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Okoh Philomina. Ironosen. PA	ACA CON. 11	1/1/2021
2	Orinya Ochapa (Mr.)	ACA CON. 11	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Agusi George Okechukwu. (Mr.) PEO I (ACCOUNTS)	ACEO (ACCTS) CON. 11	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Kabiru Sefiya Onehezi (Mrs.) PEO II	PEO I CON. 11	1/1/2021
2	Salawudeen I. Halimat (Mrs.)		1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Garga Aminu Usman (Mr.) ACPRO	CPRO CON. 12	1/1/2021
2	Ugwoke Augustine Chika (Mr.)	CPRO CON. 12	1/1/2021
3	Alhassan Amina Binta (Mrs.)	CPRO CON. 12	1/1/2021
4	Abubakar Dalhatu (Mr.)	CPRO CON. 12	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Garga Hussaini (Mr.) ACEO (Research)	CEO (Research) CON. 12	1/1/2021

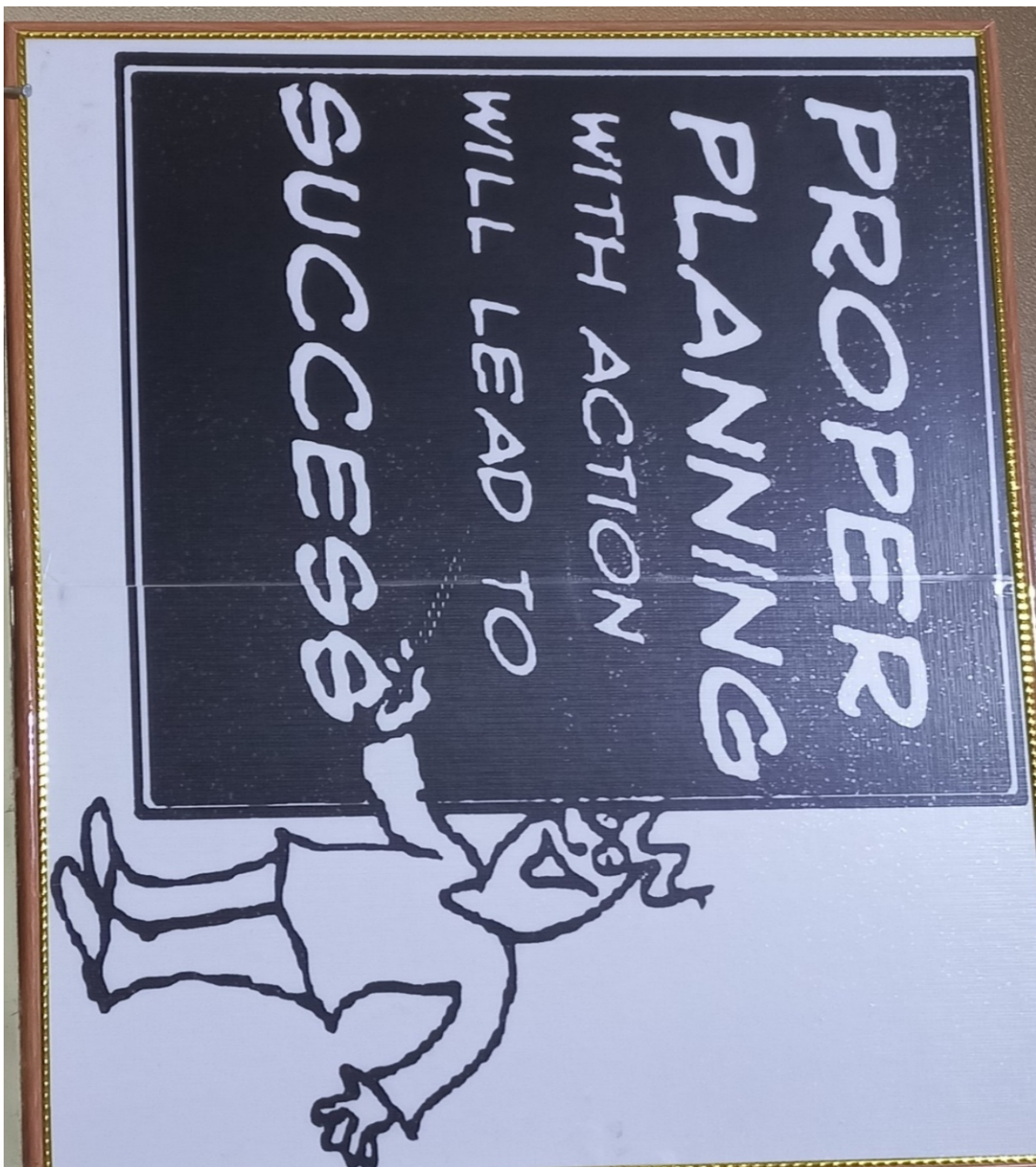
<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Alabi Taiwo Adtunji (Mr.) PPRO	ACPRO CON. 11	1/1/2021
2	Aji Baba Gana Modu (Mr.)	ACPRO CON. 11	1/1/2021
3	Eli Ogamegbunam	ACPRO CON. 11	1/1/2021
4	Ajunwa Felix Ogechi. (Mr.)	ACPRO CON. 11	1/1/2021
5	Aguomba Ugonna Chike (Mr.)	ACPRO CON. 11	1/1/2021
6	Abdulrahim Moshood Yemi (Mr.)	ACPRO CON. 11	1/1/2021
7	Okotie Yetunde Sekinat (Mrs.)	ACPRO CON. 11	1/1/2021
8	Okek Obiora Herbert (Mr.)	ACPRO CON. 11	1/1/2021
9	Nwankpa Grace Obioma (Miss.)	ACPRO CON. 11	1/1/2021
10	Bakwaph Juliana. (Mrs.)	ACPRO CON. 11	1/1/2021
11	Ike Nnaemeka Stanley (Mr.)	ACPRO CON. 11	1/1/2021
12	Umunna Felix Chukuma (Mr.)	ACPRO CON. 11	1/1/2021
13	Maidugu Mari Nwajim (mr.)	ACPRO CON. 11	1/1/2021
14	Ekong Gabriel Enobong (Miss.)	ACPRO CON. 11	1/1/2021
15	Okonkwo Rufus Ugochukwu (Mr.)	ACPRO CON. 11	1/1/2021
16	Ekwufe Patrick (Mr.)	ACPRO CON. 11	1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Olabode Ibrahim Olalekan (Mr.) SPRO	PPRO CON. 10	1/1/2021
2	Lawal Oyeniya Abdulwaheed (Mr.)		1/1/2021
3	Salawu Afolake Olajumoke (Miss.)		1/1/2021
4	Braimah Osi Justin (Mr.)		1/1/2021
5	Nwankudu Ikechukwu (Mr.) (Mrs.)		1/1/2021
6	Adesanya Adebawale Adedeji (Mr.)		1/1/2021
7	Ezem Catherine Chinyere (Miss.)		1/1/2021
8	Onyeobia Gloria Ezinne (Mrs.)		1/1/2021
9	Kanu Nnabugwu (Mr.)		1/1/2021
10	Yamta Irimiya (Mr.)		1/1/2021
11	Enwereji Sydney Ahamefula (Mr.)		1/1/2021
12	Monyei Catherine Ngozi (Mrs.)		1/1/2021
13	Hyedima Muna (Mr.)		1/1/2021
14	Isah Bello Bashir (Mr.)		1/1/2021
15	Oniyangi Abiodun Suleiman (Mr.)		1/1/2021
16	Ajah Nnenna Franca (Miss.) Nee: Ozurigbo		1/1/2021
17	Chibuike Innocent Chukwuemeka (Mr.)		1/1/2021
18	Nworu Chiwendu (Mrs.)		1/1/2021

<b>S/N</b>	<b>NAMES</b>	<b>RANK</b>	<b>EFFECTIVE DATE</b>
1	Ebor Felix (Mr.) PEO II (Research)	PEO I (Research) CON. 10	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Olawoye Imoru Roseline (Mrs.) PRO I	SPRO CON. 09	1/1/2021

S/N	NAMES	RANK	EFFECTIVE DATE
1	Nwachi Temple (Mr.) SEO	PEO II (Research) CON. 09	1/1/2021

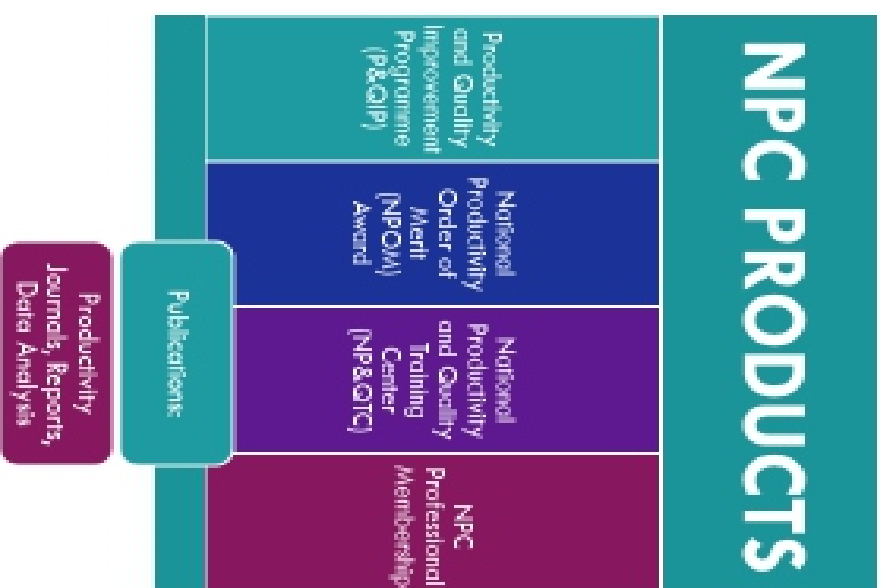


## Npc programmes, products and services

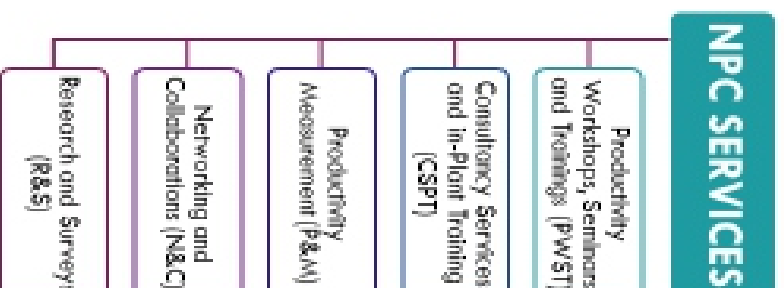
### NPC PROGRAMMES

- National Productivity Day (NPD) Celebration
- Productivity Awareness Campaign (PAC)
- Productivity Coaching and Mentoring (PCM)
- Productivity Half-Hour (PHH) on Radio & Television

### NPC PRODUCTS



### NPC SERVICES







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Plot 2173 Cape Town Street,  
Wuse Zone 4, Abuja.  
e-mail: [ngproductivity@yahoo.com](mailto:ngproductivity@yahoo.com)  
website: [www.productivity.org.ng](http://www.productivity.org.ng)***