

DSE 5.5: Productivity Management

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Productivity Management DSE: 5.5	4	3	1	-	Pass in Class XII	NIL

Learning objectives

Productivity Management is a comprehensive course designed to equip students with the knowledge and skills necessary to enhance productivity in various contexts, including personal, professional, and organizational settings. The course explores key concepts, techniques, and strategies that enable individuals and teams to optimize their efficiency, effectiveness, and output. Through a combination of theoretical frameworks, case studies, practical exercises, and group discussions, students will develop a solid foundation in productivity management principles and learn how to apply them to real-world scenarios.

Learning outcomes:

After completion of the course, learners will be able to:

1. explain the concept of productivity and its significance in personal and organizational contexts. They will also be able to identify factors that influence productivity and evaluate their impact.
2. apply productivity management techniques to enhance personal and team performance.
3. analyze productivity challenges and develop strategies to overcome them.
4. Utilize time management techniques to optimize efficiency and effectiveness. Foster a culture of productivity and continuous improvement within an organization.
5. Evaluate the role of technology in productivity management and leverage appropriate tools. Develop skills in prioritization, goal setting, and task management.
6. Enhance decision-making processes to support productivity goals. Apply effective communication and collaboration strategies to maximize productivity.

Unit 1: Introduction to Productivity Management

9 hours

Definition and significance of productivity, Factors influencing productivity, Productivity measurement and metrics. Personal Productivity Enhancement, Time management techniques,

Prioritization and goal setting, Effective task management, managing distractions and improving focus

Unit 2: Team Productivity Optimization and Productivity Challenges **9 hours**

Team dynamics and collaboration, Delegation and empowerment, Effective meetings and communication, Conflict resolution and problem-solving, Procrastination and motivation, Stress management and work-life balance, Burnout prevention strategies. Handling interruptions and managing workflow

Unit 3: Technology and Productivity **9 hours**

Utilizing productivity tools and software, Automation and process improvement, Data analysis and decision-making, Managing digital distractions and information overload, technological challenges and adoption of new technology.

Unit 4: Productivity in Specific Contexts **9 hours**

Productivity management in remote work environments, Project management and resource allocation, Productivity in service industries, Productivity in creative and knowledge-based work, Responsible use of technology in productivity management

Unit 5: Creating Productive Organizational Culture, Ethical Considerations **9 hours**

Organizational structures and systems, Performance measurement and feedback, Continuous improvement methodologies (e.g., Lean, Six Sigma), Employee engagement and motivation, Balancing productivity and work-life ethics, Equity, diversity, and inclusion in productivity practices.

Exercise

The learners are required to:

1. visit any factory and prepare a report on Factors influencing productivity and Productivity measurement.
2. study case studies and group projects to analyze real-world productivity challenges.
3. to give presentations on the role process Automation and process improvement in any industry of their choice.
4. give presentations or reports on productivity improvement and Productivity management strategies in remote work environments.
5. discuss on Balancing productivity and work-life ethics, where students can do role playing.

Suggested readings

- Adams, S. (2019). Productivity Now: Proven Strategies to Maximize Your Time, Crush Your Goals, and Achieve Success. HarperCollins.

- Baker, D. M. (Ed.). (2021). *Productivity and Performance Improvement in Organizations: Concepts, Methods, and Applications*. Routledge
- Brown, A. M. (Ed.). (2021). *Advances in Productivity Management: Strategies for Organizational Efficiency*. Springer.
- Garcia, M., Thompson, L., & Davis, E. (2018). Productivity in the Digital Age. In R. Lewis (Ed.), *Contemporary Approaches to Productivity Management* (pp. 87-108). Palgrave Macmillan.
- Gupta, R., Patel, S., & Lee, K. (2018). Innovative Approaches to Productivity Management. In S. Mitchell (Ed.), *Advances in Productivity: Theory and Practice* (pp. 112-134). Springer.
- Harris, S. (2017). Time Management Techniques for Productivity Improvement. In A. Anderson (Ed.), *Enhancing Workplace Productivity: Strategies and Tools* (pp. 45-68). Routledge.
- Johnson, P. W., & Collins, M. J. (2020). *Productivity Strategies: Unlocking the Power of Effective Time Management*. Wiley.
- Kumar, A. (2017). Technology Integration for Productivity Enhancement. In M. Davis (Ed.), *Transforming Workplaces: Strategies for the Digital Era* (pp. 67-89). Palgrave Macmillan.
- Mullins, L. J. (2019). *Productivity Management: A Comprehensive Guide to Enhancing Efficiency and Performance*. McGraw-Hill Education.
- Smith, J., & Johnson, R. (2020). *The Productivity Paradox: How to Unlock Your Potential and Accomplish More*. Random House.

Notes:

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- **Examination scheme and mode shall be prescribed by the Examination branch, University of Delhi from time to time.**

advantages and disadvantages of leasing as a special purchase system for XYZ Company. Compare the financial implications of leasing versus outright purchase and discuss the factors that should be considered when deciding between the two options.

4. XYZ Corporation is considering implementing online purchasing as part of their procurement strategy. Discuss the concept of online purchasing and its advantages for XYZ Corporation. Provide examples of specific situations where online purchasing can offer significant benefits over traditional purchasing methods. Prepare the step-by-step procedure that XYZ Corporation should follow to successfully conduct online purchasing.

Suggested Readings

- Bailky, P., & Farmer, D. (Year). Purchasing Principles and Techniques. Pitman.
- Chunawalla, S.A. (Year). Materials and Purchase Management. Himalaya Publishing House.
- Dutta, A.K. (Year). Materials Management: Procedures, Text and Cases. Prentice Hall of India Pvt. Ltd.
- Gopalakrishnan, P., & Sundareson, M. (Year). Materials Management: An Integrated Approach. Prentice Hall of India Pvt. Ltd.
- Shah, N.M. (Year). An Integrated Concept of Materials Management. Indian Institute of Materials Management, Baroda Branch, Baroda.
- Sharma, S.C. (Year). Material Management and Materials Handling. Khanna Publishers.
- Pooler, V.H. (Year). Purchasing and Supply Management: Creating the Vision. Chapman & Hall.
- Lee, L., & Dobler, D.W. (Year). Purchasing and Materials Management. McGraw Hill.
- Zenz, G.J. (Year). Purchasing and the Management of Materials. John Wiley
- <https://www.india.gov.in/spotlight/government-e-marketplace-procurement-made-smart#tab=tab-1>

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