

WORK PERFORMANCE

The aim of this course is to provide you with an understanding of various concepts of work performance, the impact of good performance in the workplace, the importance of quality, productivity and efficiency, the significance of establishing systems for good habits, and how working smart plays a prominent role in achieving good work performance.

Sections include:

- Concepts of Work Performance
- Performance in the Workplace
- Quality, Productivity and Efficiency
- The 5S System and Work Smart Techniques



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