

# TAKE ACTION

## Does your enterprise need to be re-organized?

How YOU can take action to effectively start improving work organization in your enterprise.

- USE this leaflet to help develop simple and low-cost improvements.
- EVALUATE the items on the checklist first.
- DECIDE which actions to take.
- TAKE ACTION and IMPROVE your productivity.

## What is work organization?

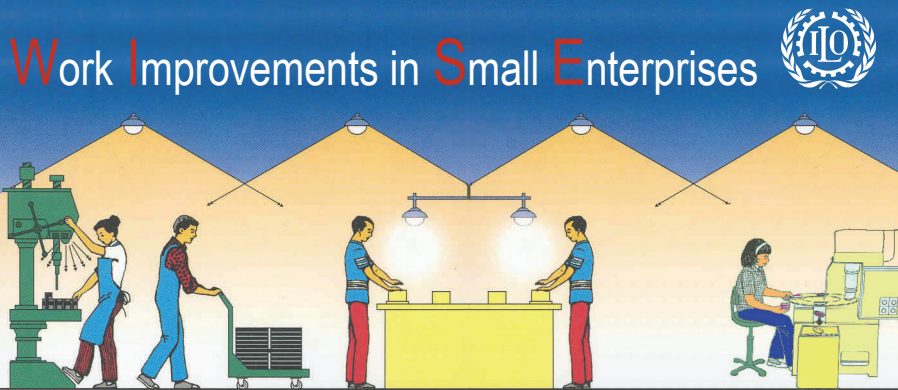
Improving work organization is one of the best ways to increase productivity, especially since it can often be done without additional capital investments. Changing the design of products and the lay-out of the shop floor, and changing work assignments are some of the ideas that can be implemented to improve work organization.

## Why improve work organization?

- It is one of the most effective ways to increase productivity.
- Workers will work well for a boss they respect and admire who treats them fairly.
- Better organization can lead to a system of permanent improvements.
- Work organization improvements often do not require extra costs.
- Younger workers will be more encouraged, confident and learn more skills, because they are often given the most tedious work, thus not utilizing their work potential.

[www.ilo.org/wise](http://www.ilo.org/wise)

The techniques in this pamphlet are only a few amongst several others that can help to improve your work environment and lead to more productivity. WISE trainers have worked in 44 countries with small and medium enterprises on improving their businesses.



WISE ways to improve your

## WORK ORGANIZATION

8  
training  
module



it's easy

it works

it's efficient  
at low costs

with clear gains

## WISE methodology

The following ILO publications provide detailed information on the WISE methodology:

The Action Manual is designed for entrepreneurs and provides ideas for practical action.

The Trainers' Manual that accompanies the Action Manual explains how to organize and carry out the different training events to improve productivity and working conditions.

## Further information

Conditions of Work and  
Employment Programme  
(TRAVAIL)  
Social Protection Sector  
International Labour Office  
4, route des Morillons  
CH-1211 Geneva 22, Switzerland

Tel: +41 22 799 6754  
Fax: +41 22 799 8451  
E-mail: [travail@ilo.org](mailto:travail@ilo.org)

# CHECKLIST

1 Keep workers alert and reduce fatigue through frequent changes in tasks, opportunities to change posture, short breaks, opportunities to talk with other workers or music. Do you propose action?

No ☐ Yes ☐ Priority ☐

2 Use quality circles or group work to improve productivity and quality. Do you propose action?

No ☐ Yes ☐ Priority ☐

3 Rearrange layout and the order of operations to improve production flow. Do you propose action?

No ☐ Yes ☐ Priority ☐

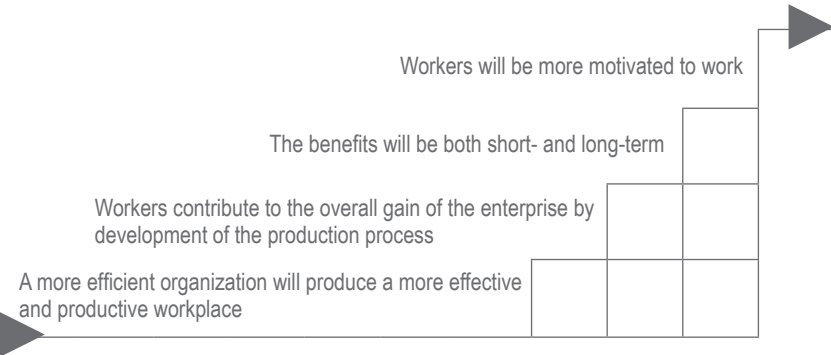
These are just a few of the simple and practical checklist items in the WISE Action Manual.

# WISE PROPOSES

Simple methods to improve work organization

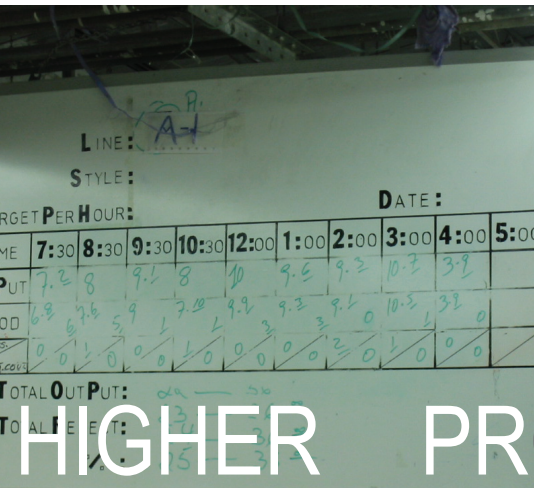
- Get rid of extra tasks and operations
- Defeat monotony to keep workers alert and productive
- Design responsible, flexible jobs
- Make the organization of production fit your business objectives

# WHAT YOU GAIN



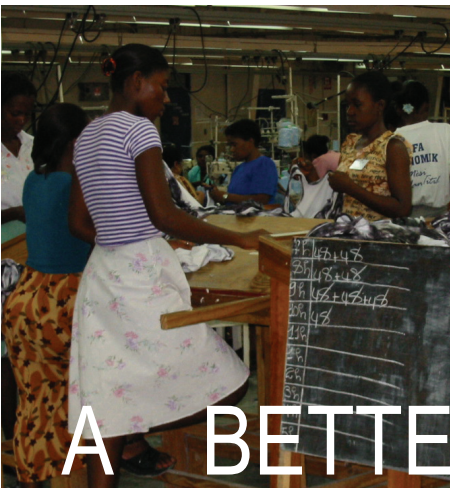
# A FEW GOOD EXAMPLES

How other companies have improved their productivity and workplace conditions using WISE suggestions



A production board is installed depicting outputs, monitoring the production status of the enterprise. A simple addition that encourages efficiency.

This factory created a group workstation to better organize the work and enable workers to communicate with each other.



Making several parts in a single operation can achieve a large saving of time and increase productivity, provided that the operation is designed in such a way as to maintain product quality and ensure safety.



HIGHER PRODUCTIVITY AND A BETTER PLACE TO WORK