

Greener Business | Better Workplace

CORE TRAINING – Automotive Parts Manufacturers

DAY 1 - Continuous Improvement and Joint Problem-Solving in Your Workplace

05 December 2011

8:30 - 9:15 am	Registration & Session opening activities Activity 1: Company Business Cards
9:15 - 10:00	Session 1: Greener Business Asia Project and its Benefits ➤ GBA approach and the Enterprise Level Initiative ➤ Outcome of the TNA Results and Training Program Design
10:00 – 10:45	Session 2: Perspective Setting ➤ Automotive Industry in the Philippines ➤ Business Impacts to the Economy, Environment & Society ➤ ‘Green’ Concepts & Practices in the Auto Sector
10:45 – 11:15	BREAK
11:15 – 12:15	Session 3: Workplace Cooperation & Joint Problem-Solving ➤ Enhancing Worker – Manager Cooperation ➤ Joint-problem solving tools & techniques ➤ Green Improvement Teams: Roles and Functions Activity 2: Brainstorming – Competency Inventory of the Green Team
12:15 – 13:15	LUNCH
	Session 4: Ecomapping problem areas at your workplace ➤ Using the Eco-mapping as a rapid assessment tool for enterprises
15:00 – 15:15	BREAK
15:15 – 17:00	Session 4: [continued] Activity 3: Preparing Eco-Maps ➤ Groups are asked to prepare simple plant layout and use eco-maps to assess enterprise conditions in relation to parameters like waste, energy, water,
17:00	End of Day 1

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DAY 2 – Cleaner Production & efficiency improvement 06 December 2011

8:30 - 9:15 am	Management of Learning
9:15 - 10:30	Session 1: Cleaner Production ➤ Linking Cleaner Production & Productivity ➤ Key concepts of implementing Cleaner Production and Application for Businesses
10:30 – 10:45	BREAK
10:45 – 12:00	Session 1: Cleaner Production (cont'd) ➤ Cleaner Production Techniques: Prioritization of Options Activity 1: Team Brainstorming on 3 CP Cases ➤ <i>Each team were asked to analyze three CP cases and for each one brainstorm on possible CP option recommendations</i>
12:00 – 13:00	LUNCH
13:00 – 14:45	Session 2: Efficiency Improvement ➤ Managing Raw materials, Energy and other production inputs ➤ Materials Efficiency Through Waste Minimization ➤ Material Balance and Material Flow Analysis ➤ Tools: Process Flow Control Chart, Sankey Diagram
14:45 – 15:00	BREAK
15:00 – 16:30	Session 2: Efficiency Improvement (cont'd) Activity 2: Analyzing material flows and brainstorming on root causes of inefficiencies ➤ <i>Taking the results of the workshop 1, teams then focus on efficiency related issues identified in the eco-maps, prepare their process flow charts, Sankey diagram.</i> ➤ <i>Brainstorming with the team members reveal root cause of inefficiencies & problem areas, as well as possible steps to address them</i>
16:30 – 17:00	Session 3: Energy Efficiency ➤ Energy saving opportunities for industrial plants ➤ Energy audit, monitoring and the importance of controlling equipment ➤ Sample computation: Energy Efficiency for compressed air systems (requested by participants)
17:00	End of Day 2

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DAY 3 – Healthy, Climate Resilient Workplaces

07 December 2011

8:30 - 9:00 am	Management of Learning
9:15 - 10:30	Session 1: Occupational Safety and Health and Procedures ➤ Overview of OSH Management System ➤ OHSAS 18001 Elements: Hazards Identification, Risk Assessment & Risk Control ➤ Implementing and Maintaining the OSH Management System – addressing common issues
10:30 – 10:45	BREAK
10:45 – 12:00	Session 2: Managing Hazards and Risks ➤ Emerging Hazards: Climate Change related ➤ Disaster and Climate Change Risk Assessment Activity 1: Hazards Identification ➤ <i>Using consolidated eco-maps and outputs from Day1-2, teams were asked to identify the various hazards in their workplaces and evaluate risks</i> ➤ <i>Refer to existing OHS Mgt Systems in their companies, and assess if these are already being addressed.</i>
12:00 – 13:00	LUNCH
13:00 – 14:45	Session 3: Workplace Relations Activity 2: [Role Playing] Managing Workplace Conflict Situations ➤ <i>Teams are assigned scenarios describing conflict situations in the workplace for them to act out in plenary. They should also show how these situations can be solved.</i> ➤ <i>An Official from the National Conciliation and Mediation Board then assesses the ‘act’ of the team by giving inputs on how best these situations should be handled.</i>
14:45 – 15:00	BREAK
15:00 – 16:30	Session 4: Planning for Improvement ➤ Preparing action plans for priority issues Activity 3: ➤ <i>Integrating team outputs for 2.5 days, they now brainstorm on prioritizing issues to act on and using the templates provided, prepare their respective action plans</i> ➤ <i>These will be the basis for the action plans and improvement targets which will be supported by the GBA Advisory Services</i>
16:30 – 17:00	Final Remarks and Closing Ceremonies
17:00	End of Day 3

GBA CORE Training Team, 5-7 December 2011

Technical Partner: Philippine Business for the Environment

Bonar Laureto..... Resource Person: Climate Change, DRRM
Dr. Rey Esguerra..... Resource Person: Cleaner Production
Frank Encarnado..... Resource Person: Management Systems & OHS
Nina Maria Estudillo..... Facilitator
Vivienne Zerrudo..... Documentor

Additional Resource Persons:

Esperanza Rodriguez..... Workplace Relations (DOLE – National Conciliation & Mediation Board)
Georgina Pascual..... Workplace Cooperation & Relations (ILO – Greener Business Asia)