

SYMAPRO CARIBBEAN WORKSHOP
The Cardiff Hotel and Spa, Runaway Bay, St. Ann
March 19-23, 2012

AGENDA

	MONDAY 19
09.00 – 09.15	Registration of participants
09.15 – 09.45	Opening ceremony Dr. Carolyn Hayle, Executive Director HEART Trust/NTA Martha Pacheco, Director ILO/Cinterfor
09.45 – 10.30	The Caribbean in the global context of competitiveness Dr. Carolyn Hayle, Executive Director HEART Trust/NTA
10.30 – 11.00	Coffee break
11.00 – 12.00	Presentation of: . Technical Team: Silvia Sarazola Leonard Mertens Mauricio Reyes Kelvin Sergeant Fernando Barros . Participants
12.00 – 13.00	ILO Programme for the Promotion of Management Labour Cooperation – PROMALCO Kelvin Sergeant, ILO Port of Spain
13.00 – 14.15	Lunch
14.15 – 15.15	ILO System for Integrated Measurement and Advance of Productivity – SYMAPRO
15.15 - 16.30	Team Work Points of convergence between PROMALCO and SYMAPRO

TUESDAY 20 ANALYSIS OF BASELINE	
09.00 – 10.30	Objectives, labour environment and organization Team work
10.30 – 11.00	Coffee Break
11.00 – 13.00	Visualization of problems and solutions Team work
13.00 – 14.15	Lunch
14.15 – 15.30	Marathon of improvements Team work
15.30 – 16.30	Mexican experience in the sugar industry Video and analysis of this case
WEDNESDAY 21 MEASUREMENT SYSTEM	
09.00 – 10.30	Methodology – Identification of objectives, indicators and points of effectiveness
10.30 – 11.00	Coffee break
11.00 – 13.00	Exercises of application
13.00 – 14.15	Lunch
14.15 – 15.15	Processing and evaluation of results
15.15 – 16.30	Application of “I-SYMAPRO” (on-line software to process the data)

THURSDAY 22		FEEDBACK SYSTEM AND PROPOSALS FOR IMPROVEMENT
09.00 – 10.30	How to promote a feedback process? How to make a feedback meeting?	
10.30 – 11.00	Coffee break	
11.00 – 13.00	Exercise of application	
13.00 – 14.15	Lunch	
14.15 – 16.30	How to prepare and how to apply a training capsule? Exercise: “A tailor-made suit” for each organization.	
FRIDAY 23		SELF-TRAINING AND ASSESSMENT GUIDE (STAG)
09.00 – 10.30	How to prepare a STAG? A practical application of its use	
10.30 – 11.00	Coffee break	
11.00 – 12.30	Building a SYMAPRO network in the Caribbean	
12.30 – 13.00	Closing ceremony	