

Agenda for the 5S Friendly Competition day

- a) Date: Friday 6th December 2013
 b) Venue: Hotel Beach Comber, Dar Es Salaam
 c) Purposes and activities of the Workshop

Purposes		Activities
A)	Create awareness of the implementation and monitoring of 5S among the 24 Regions, 5 Zones and the Head Quarter of TANESCO (including TANESCO Training School).	A1) Presentation about the technics of 5S (including Positive Attitude)
		A2) Launching of the 5S Handbook (final version)
		A3) Discussion of the system of the monitoring of 5S and the roles of HRO, ZHRG and the facilitators.
B)	Demonstrate friendly competition on 5S.	B1) Friendly Competition using the pictures before-after.
C)	Conduct an exercise to elaborate pictures before and after to all the HRO	C1) Exercise for the HRO about the elaboration of the pictures before-after and how to use digital camera.

d) Agenda (8:30-17:00)

	Time	Program	Person in Charge	Materials (Documents)	Purpose & Activities
0)	8:30-9:00	Registration	Naomi B. M.		
1)	9:00-9:30	Introduction (explanation of agenda)	Swai E. M.	*Agenda	
2)	9:30-10:30	Presentation of 5S	Neema M.	*PowerPt 1	Purpose A1
		Launching of 5S Handbook	Dorothy M.	*Handbook	Purpose A2
		Positive attitude	Elitha N.	*PowerPt 1	Purpose A1
		Tea break			
3)	11:00-12:30	Presentation of the results of 5S in the 24 Regional Offices and Evaluation	Judith G.	*PowerPt 2 *Evaluation Format *PowerPt 3	Purpose B1
4)	12:30-14:00	Exercise of elaborating pictures	Naomi B. M.	*PowerPt 4	Purpose C1
		Lunch			
5)	14:00-15:30	Discussion on the role of HRO and the facilitators of 5S for monitoring	Dorothy M.	*PowerPt 5	Purpose A3
6)	15:30-17:00	Award	Dorothy M.	*Trophy	Purpose B1

e) Participants

The Project will invite the following 59 participants to the Friendly Competition Day.

- 1 Senior Manager of HR
- 5 Managers of HR
- 2 Principal Officer of HR
- 5 Zonal Human Resource Generalists
- 24 Human Resource Officers from Regional Offices
- 5 Human Resource Officers from Plants
- 12 facilitators of 5S (3 Principals and 9 regular staff from different division)
- 4 Assistants of Human Resources from the Regional Office in Dar Es Salaam
- 1 Communication Officer of HQ
- (4 from Project member)