



TIPS FOR PRODUCTIVITY MANAGERS

PQA - Productivity and Quality Award

1. **Start Early!** The best time to start thinking about submissions for the Productivity and Quality Awards is on the way back to the office from the awards luncheon. Excitement is in the air and you have just seen some great ideas and projects. This is also a great opportunity to send an e-mail to thank the people from your department for attending and ask them to give you an idea for a project to submit next year.
2. **Set an early deadline!** Many veteran productivity managers set a department deadline two weeks before the due date. This allows time to evaluate the proposal and make sure it reads well. Remember, this proposal is going to be read with a hundred others so it must be concise and get the reader's attention. It also gives you time to get department head signatures on collaborative submissions.
3. **Make A Match!** It can be difficult to try to come up with a program to submit if you just think about your proposal in general terms. Sometimes it is easier to match a program to an award category or a specific award. For example, every year the *Personal Best* category only gets a few submissions. As you know, every department has a person who deserves recognition for doing their best. Every department should have a submission in this category every year. This approach also helps with technology, County image enhancement, collaboration and all the other categories. **Most Important! Don't be afraid to tell the reader which award applies to your program.**
4. **Review!** Review the applications carefully. Each application should be complete, concise, and accurate. Make sure all numbers are consistent.

PIF - Productivity Investment Fund

1. **Start a contest!** One way to drum up enthusiasm for your PIF submissions is to start a contest. You can make flyers for your Department that encourage employees to submit ideas and proposals for a special grant. On the flyer you can list the grants and the amounts your Department has received in the past. You can even set grant amounts like \$100,000, \$50,000, and \$25,000. Let the staff know, if you don't pursue the money someone else will.
2. **Research!** For ideas you can research past awards from the Commission web site at <http://qpc.co.la.ca.us> under the Productivity Investment Fund – Funded Projects. You can review by fiscal year, all the way back to 2000. This is a great source for ideas and the projects have already received the support of the Commission.
3. **Set Goals!** Some productivity managers set goals of one submission every quarter or two submissions a year. When you set goals, the deadline won't sneak up on you. Some quarters are busier than others so you may want to submit during a slow quarter.
4. **Ask for Help!** The absolute best source for information is our network! The managers in our network have unbelievable experience and knowledge. We have doctors, lawyers, chief deputies, new employees, and employees with 38 years of county service. If you see a past project that interests you, call the productivity manager and ask for a copy of the submission and how the project turned out. The manager can also give you the name of the project manager so you can seek advice or see if there is anything they would do differently.
5. **Review!** Again, review the applications carefully. Each application should be complete, concise, and accurate. Make sure all numbers are consistent.