

## GMS WSQ: Apply Management Level Planning Skills (MF-COM-404C-1)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

### Course Objective

This module aims to provide PME's with the essential skills, competencies and knowledge in the areas of project management, quality management, business process improvement and people management.

### Target Audience

New and experience professionals, managers and executive (PME's).

### Course Outline

Equips participants with the fundamental knowledge and skills on the planning process that includes working with different types of plans, using different approaches to plan and how to plan effectively.

Different types of plans

- Approaches to planning
- Definition of organisational policies, objectives and procedures
- Four main functions of management
- Relationship of planning to other management functions
- Relationship of operational plans to strategic plans
- Organisational operational plans
- Types of functional goals
- Steps in planning process
- How to translate organisational objectives into functional goals
- How to conduct strengths and weaknesses analysis
- Resource utilization
- Contingency planning
- How to prepare planning outcomes reports

### Methodology

This workshop involves mini-lecture, group discussion/activity, case study etc.

Please refer to SNEF website for available dates  
 Duration : 2 days, 9am to 5pm (14 hours)  
 Assessment : On a separate day (1 hour)  
 Course Venue : SNEF Corporate Learning Centre @ Tanglin Shopping Centre

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**  
 Click on 'Training' and Course Category '**Generic Manufacturing Skills – (GMS) WSQ**'

- ❖ 50% Course Fee Subsidy, cap \$15/hr
- ❖ 90% Course Fee Subsidy, cap \$50/hr for SMEs/Singapore Citizens aged ≥ 40 yrs
- ❖ 95% WTS funding
- ❖ Absentee Payroll is applicable

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fee (include 7% GST)	\$535.00		
Training grant	\$225.00	\$450.00	\$475.00
<b>Amount payable after training grant (inclusive 7% GST)</b>	<b>\$310.00</b>	<b>\$85.00</b>	<b>\$60.00</b>

For SMEs, enhanced absentee payroll funding available at 80% of hourly basic salary capped at \$7.50/hr

*\*SMEs are defined as companies with  
 (i) at least 30% local shareholding; AND  
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.*

**Workfare Training Support (WTS) Scheme:** Singapore citizens aged ≥ 35 years & earning ≤ \$2,000/mth are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

### Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment and certified as competent
4. Must never have enjoyed funding for the same course before

\*For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to enjoy the funding

### Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

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