

GMS WSQ: Apply Teamwork in the Workplace (MF-COM-103C-1)

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

Introduction

This course aims to provide staff with the understanding of the organisation's structure, goal and how to achieve corporate and group objectives as a team. Participants will gain knowledge and application skills in participating in work teams and be able to apply them in the workplace.

Course Objective

- At the end of the training program, the participant will be able to:
 - Participate in team establishment
 - Participate in developing team culture
 - Communicate with team members
- Assist to improve team performance

Target Audience

This course is catered to junior staff and junior supervisors.

Prerequisites

- Able to read, speak and write basic English or
- ESS WPLN Level 3

Course Outline

- Introduction to WSQ Framework
- What is a team
- How to participate and support in building an effective team
- Team effectiveness
- Right size of a team
- Role of team members
- Characteristics of effective team
- Team member competencies
- Team motivation and development
- Develop team work plan
- Identify workplace problems and opportunities
- Apply effective communication and listening skills
- Team building and problem-solving tools
- Implement workplace improvements through team activities
- Measure and review team performance
- Pre-assessment activities
- Course review

Methodology

This workshop will comprise lectures, demonstration, hands on activities on elements of competence, group discussions, Q&A and assessment.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (16 hours)

Assessment : 1.5 hours

Course Venue : SNEF Corporate Learning Centre @ Tanglin Shopping Centre

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Generic Manufacturing Skills – (GMS) WSQ**'

- ❖ **80% Course Fee Subsidy, cap \$17/hr**
- ❖ **90% Course Fee Subsidy, cap \$25/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)	\$406.60		
Training grant	\$297.50	\$342.00	\$361.00
Amount payable after training grant (inclusive 7% GST)	\$109.10	\$64.60	\$45.60

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/ month 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. Participant 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** to enjoy the funding

Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

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