

## GMS WSQ: Supervise Team At Work (MF-COM-303C-1)

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

### Course Objective

This course is developed to enable an individual to acquire supervisory skills and knowledge in supervising and implementing work improvement processes in the workplace. It is a systematic approach that workers can use to make incremental and breakthrough improvements in processes that produce products and services for customers.

### Target Audience

This course is suitable for supervisory/managerial staff.

### Prerequisites

Able to speak, read and write in basic English or  
Participants with the following competency ratings from the Employability Skills System (ESS) are eligible:

- Listening/Speaking Min. Level 5
- Reading/Writing Min. Level 5
- Numeracy Min. Level 5

### Course Outline

- Form work teams
- Lead workplace team activities
- Maintain team performance

### Methodology

- Lecture Presentation
- Role plays / group discussion
- Work assignment

- ❖ 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)	\$535.00		
Training grant	\$400.00	\$450.00	\$475.00
<b>Amount payable after training grant (inclusive 7% GST)</b>	<b>\$135.00</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/ 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. 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

Please refer to SNEF website for available dates  
 Duration : Day 1 & 2: 9am to 6pm  
                   Day 3: 9am to 5pm (23 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 – (GMS) WSQ**'

### Enquiries:

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