**EDGE:**
Apply Emotional Competence to Manage Self and Others in A Business Context
(ES-PMD-403G-1)

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

Course Objective
On completion of the unit, the learner will be able to:
• Apply Emotional Intelligence principles to assess and manage self and others
• Acquire awareness of the environment and take appropriate actions
• Express empathy, guide others, uphold integrity, and build bonds others in a work situation or business context

Target Audience
Managers, Supervisors, Team Leaders and those responsible for the operation and performance of an organisational unit

Course Outline
• Assess own level of Emotional Intelligence in one’s dealings and relationships with others in a business context and its effects on achieving organisational goals and objectives
• Examine own strengths and weaknesses for development of own Emotional Intelligence to work effectively with others in a business context to achieve organisational goals and objectives
• Assess the emotional climate of the environment, recognise the emotional strengths and weaknesses of individuals and exercise flexibility and adaptability in dealing with them
• Manage own emotions and maintain composure, self-confidence and resilience when dealing with challenges and setbacks
• Demonstrate empathy by acknowledging the feelings and perspectives of individuals in a business context, taking into consideration their culture, background and needs
• Apply Emotional Intelligence to guide one’s thinking and actions and to influence and persuade others to achieve a win-win outcome
• Uphold integrity in all business dealings and take responsibility for what have been committed to others that are in alignment with organisational goals
• Build bonds by nurturing instrumental relationships with others in a business context

Methodology
Simulated Activities, Case Studies, Short Lectures, Group Discussions, Self-reflections and Written Assessment

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50% Course Fee Subsidy, capped at $15/hr
90% Course Fee Subsidy, capped at $50/hr for SMEs / Singapore citizens aged ≥ 40 yrs
95% WTS Course Fee Subsidy, capped at $53/hr
* Absentee payroll is applicable

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<table>
<thead>
<tr>
<th>SCs/ PRs</th>
<th>SMEs/ SCs ≥ 40 yrs</th>
<th>WTS</th>
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<tbody>
<tr>
<td>Full fee (include 7% GST)</td>
<td>$481.50</td>
<td></td>
</tr>
<tr>
<td>Training grant</td>
<td>$225.00</td>
<td>$405.00</td>
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<tr>
<td>Amount payable after training grant (inclusive 7% GST)</td>
<td>$256.50</td>
<td>$76.50</td>
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Absentee Payroll:
80% of hourly basic salary, capped at $4.50/hr

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 yrs & earning ≤ $2,000/ month are eligible for 95% course fee subsidy, capped at $53/hr. 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. Attend at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed WDA’s funding for the same course before
5. For company-sponsored participants, training is 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

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Dates (2019) : Refer to SNEF website for the course dates
Duration : 2 days, 9am to 6pm (16 hours)
Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
Click on “Training” and Course Category ‘EDGE (Executive Development and Growth for Excellence)”

Enquiries:
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