

Implement Age Management Practices

P-MAX Workshop

Course Objective

This unit addresses the skills and knowledge required to implement age friendly practices within an organisation. It covers reviewing and enhancing human resource practices through the implementation of tripartite guidelines on fair employment.

Course Outline

- Establish and communicate Company's Policy on Age-Friendly Recruitment
- Implement Recruitment and Selection Process that embrace Fair Employment Practices
- Implement Total Performance Management System to manage employees' performance
- Challenges and Benefits of hiring older workers and the importance of inclusive practices at workplaces
- Identify and implement age-friendly job and workplace redesign to facilitate employment of older workers
- Understand and provide various types of flexible work arrangements for older workers
- Identify and implement employee well-being programmes for older workers
- Identify competencies required for job and/or identify needs to up-skill, re-skill older workers to meet business needs

Methodology

This is a competency-based learning with assessment and will comprise of group discussions, activities and short lectures.

90% Course Fee Subsidy
(Terms and conditions apply)

Course Fees

Full fees (before 7% GST) : S\$350.00
Training grant : S\$315.00
(WSG Funding @ 90% of fees)
Amount payable after training grant:
S\$35.00 + 7% GST = **S\$37.45**

*SMEs will be invoiced course fee
(after 90% course fee subsidy).*

SMEs will need to meet the following criteria to be eligible for WSG Enhanced funding support:

- (i) Be registered or incorporated in Singapore
- (ii) Be made up of at least 30% local shareholding
- (iii) Have an annual sales turnover of not more than \$100 million OR employment size not exceeding 200 employees.
- (iv) Supervisors with newly hired SC PMETs age 50 and above.

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 6pm (8 hours)

Course Venue : SNEF HQ @ Paya Lebar Square

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

Click on 'Training' and Course Category 'P-MAX'

Course Facilitators

Ms Tiffany Lim is a seasoned Human Resources practitioner with over 25 years of experience of broad-based experience in human resources/industrial relations management and training & development with various multinational and local companies. Her forte is in the area of relationship management, industrial relations, performance management, talent development, corporate communications, customer service and interpersonal communication skills.

Ms Grace Tan has more than 30 years of experience in HRM & HRD within the Hospitality, Real Estate, Financial, Healthcare and Retail industries. She holds a BA (NUS), GDPM (SIM), M.Ed. (University of Sheffield), ACTA & DACE (WDA).

With her many years of corporate experience, Grace has also been engaged to help organizations in Organizational Development, Talent Management as well as HR system and process improvement.

Enquiries:

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