

## SFw HR: Workplace Health Promotion (WHP) Facilitator Course: Implement Employee Health and Well-Being in the Workplace

*Participants will be awarded the **Statement of Attainment for HRS-HRM-3019-1.1 Health and Wellness Programme Management** upon successful completion of the course.*

### Course Objective

This unit addresses the skills and knowledge required to implement employee health and well-being programmes, identifying employee health and well-being needs, implementing and communicating employee health and well-being programmes and evaluating the effectiveness of employee health and well-being programmes.

### Target Audience

Workplace Health Facilitators / Business Owners / HR-related employees who develop and implement workplace health promotion programmes in the organisation.

### Prerequisites

The participants should be able to speak, listen, read and write English at a proficiency level.

### Course Outline

- Conduct comparative studies on employee health and well-being programmes
- Identify employee health and well-being needs for employee groups
- Implement employee health and well-being programmes to meet organisation needs
- Communicate employee health and well-being programmes to relevant stakeholders using appropriate communication channels
- Conduct programme evaluation to review effectiveness of the employee health and well-being programmes

### Methodology

This is a competency-based learning with assessment and will comprise of lectures, group work, group discussion and case study.

Duration : 9am to 5pm (Day 1 & 2)  
9am to 1pm (Day 3)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**  
Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ 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

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$481.50	-\$405.00	= <b>\$76.50</b>
	- SC aged ≤ 39 - All SPR		\$481.50	-\$225.00	= <b>\$256.50</b>
WTS: SC aged ≥ 35 earning ≤ \$2000 per month			\$481.50	-\$427.50	= <b>\$54.00</b>

**SC** : Singapore Citizen

**SPR**: Singapore Permanent Resident

: Not Applicable

All prices stated are inclusive of 7% GST.

#### 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 years & 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. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Workplace Health Promotion (WHP) Facilitator Course: Implement Employee Health and Well-being in the Workplace (HR-EHW-301E-1).**
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](http://www.skillsconnect.gov.sg) to enjoy the funding

### Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

Email : [karmila@snef.org.sg](mailto:karmila@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)