

SFw HR: Transforming HR Practices – Tools, Processes and Actions

Participants will be awarded the **Statement of Attainment for HRS-BIN-4091-1.1 Human Resource Practices Implementation** upon successful completion of the course.

Course Objective

This unit addresses the skills and knowledge required to articulate the business case for Human Resource Transformation in response to real business problems. This course will also cover on designing strategies to implement HR practices, developing implementation plan for creating a high performance HR team and adopting measures for HR team improvement.

Target Audience

Business Owners/Partners, HR Professionals and Practitioners, Operations Managers and Supervisors.

Course Outline

- **The Business Context for doing Human Resource Transformation (HRT)**
 - Human Resource Transformation Model (HRT)
 - Readiness assessment – level of readiness for HRT
 - Preparing for Human Resource Transformation (HRT)
 - Stakeholders analysis – identify critical concerns for each specific group
- **Defining the Outcomes**
 - Understanding organisational capability
 - Organisational capabilities and their implications for HR
- **Redesigning HR Practices for the Transformation**
 - Transformation of HR Strategy – drafting and writing HR strategy statement
 - Enhancing HR Practice
 - HR competencies and strategic HR professional development
- **Sharing the Accountability for Transformation**
 - Building a HRT team – involving the right mix of people
 - Employ change management theories and principles
 - Develop a change management plan
- **Review the HRT Effectiveness for Improvement**
 - Importance to monitor and evaluate the effectiveness of change
 - Commonly used criteria for monitoring performance
 - Qualitative and quantitative data collection methods
 - Data analysis methods

Methodology

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

Duration : 2 days, 9am to 5pm (14 hours)
Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website 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	= \$76.50
	⊗ - SC aged ≤ 39		\$481.50	\$210.00	= \$271.50
	- All SPR				
		WTS: SC aged ≥ 35 earning ≤ \$2000 per month	\$481.50	\$427.50	= \$54.00

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.
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

Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

Email : karmila@snef.org.sg / trg@snef.org.sg