

LPM WSQ : Creative Leadership and Self Development Skills (Blended Learning) (SF)

Participants will be awarded the **Statement of Attainment** for **RET-PMD-3005-1.1 Personal Effectiveness** upon successful completion of the course.

Course Objective

This course will address the skills and knowledge required by supervisors, assistant managers and team leaders to model personal effectiveness and creative decision-making skills as a team leader. It covers effective communication, leadership in decision-making and developing and maintaining professional competence.

Target Audience

Supervisors, Assistant Managers and Team Leaders

Course Outline

> Communicating Effectively & Professionally

- Communication styles to suit work context
- Communicate your ideas using relevant platforms
- The power of verbal and non-verbal cues
- Using positive language to get buy-in from team
- Listen actively and seek constructive feedback
- Overcome barriers to communication

> Creative Decision Making Skills

- Explore your leadership style
- Prepare the ground for constructive decision making
- Weigh the pros and cons of a decision
- Use creative thinking methods and techniques to select most appropriate decision
- Successfully engage and empower staff for your team's and organisation's success

> Developing Your Professional Competence

- Understand your personal strengths and weaknesses
- Seek opportunities to develop professional competence
- Maintain effective communication and engagement with team
- Use effective feedback techniques

Methodology

Case Studies, Group Discussions, Interactive Lectures, Role Plays and Activities & Simulated Games

Trainer Profile

Yvonne Anjelina is a Certified Industry Trainer and holds a degree in Communications. Having been in the managerial role for several years and now running her very own consultancy and training institution, has given Yvonne an evolved understanding of the intricacies of what makes a respected and sought-after leader. Her practical acumens as well as her engaging and encouraging teaching style motivate learners to think on their feet & stretch their minds to explore valuable concepts & ideas.

- ❖ 80% Course Fee Subsidy, capped at \$17/hr
 - ❖ 90% Course Fee Subsidy, capped at \$25/hr for SMEs / Singapore citizens aged ≥ 40 yrs
 - ❖ 95% WTS Course Fee Subsidy, capped at \$26.50/hr
 - ❖ Absentee payroll is applicable 90% of hourly basic salary, capped at \$10/hr.
- Eligibility period: 1 May – 31 Dec 2020
95% of hourly basic salary (WTS)

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR			\$342.40	-\$225.00	= \$117.40
	- SC aged ≥ 40		\$342.40	-\$153.00	= \$189.40
	- SC aged ≤ 39		\$342.40	-\$238.51	= \$103.89
	- All SPR		\$342.40	-\$238.51	= \$103.89

WTS: SC aged ≥ 35 earning ≤ \$2000 per month → \$342.40 - \$238.51 = **\$103.89**

SC : Singapore Citizen

SPR: Singapore Permanent Resident

⊗ : Not Applicable

All prices stated are inclusive of 7% GST.

*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 Develop Self to Maintain Professional Competence at Supervisory Level (LPM-PER-301C-0)**
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

Blended Learning

Total: 9 training hours

(1 hour, pre-course)

E-LEARNING

(8 hours)
9am-6pm

Dates (2020) : 21 Jan, 2 Mar, 14 May, 9 Jul, 17 Sep, 19 Nov

Course Venue :

SNEF CLC @ Tanglin / SNEF HQ Paya Lebar Square

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

Click on 'Training' and Course Category '**Leadership**'

Enquiries:

Evelyn Tan DID: 6827 6971 / Training hotline: 6827 6927

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