

## Managing Your Foreign Work Force Effectively (Work Permit Holders)

### Course Objective

Employment of foreign workers need a lot of considerations and it is wise to adopt effective strategies to deal with the challenges faced by enterprises.

This course equips the participants with the requisite knowledge on the relevant regulatory requirements and procedural guidelines on employment of their foreign workers and enhance their capability in addressing employment related issues.

### Target Audience

Employers, HR Managers/personnel and Supervisors who oversee planning, recruitment and employment of their foreign workers.

### Course Outline

- Understanding Foreign Workers Employment
- Key Work Permit Conditions for Employers & Foreign workers
- In-Employment Issues
- Work Related Injury
- End of and Post Employment Issues-
  - i) Termination of Employment
  - ii) Managing Repatriation

### Methodology

Lecture, group discussion and Case studies

### Course Fee

\$214.00 (inclusive 7% GST)

Please refer to SNEF website for available dates

Duration : 1/2 day, 9am to 12.30pm (3.5 hours)

Course Venue : SNEF Corporate Learning Centre

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**

Click on 'Training' and Course Category '**Human Resources/ Industrial Relations**'

### Trainer

**Mr Toh Hong Seng**

Mr Toh is currently a Director of various industry clusters, the Industrial and Workplace Relations, Singapore National Employers Federation.

Mr Toh has over 30 over years of practices in Industrial Relations (IR) and Human Resource Management (HRM). He consults hotels, clubs, entertainment, retail and motor trading companies on IR and HRM matters.

He assists companies in formulating HR policies and procedures, drafting employee handbook, designing compensation and benefits and other HR systems and provide mentorship to aspiring Human Resource Managers.

He conducts, among others, workshops, seminars and training courses relating to IR, labour laws and other HRM topics. An ACTA certified trainer for WSQ programmes, in particular HRM and Personal Data Protection.

He holds a Bachelor of Laws (Hons) from University of London and has taken a supplementary paper on Labour Law. He also holds a Bachelor of Arts Degree from the Nanyang University, a Graduate Diploma in Personnel Management from Singapore Institute of Management and a Diploma in Labour Studies from the Afro-Asia Institute in Tel-Aviv, Israel.

He is effectively bi-lingual.

He is appointed as one of Tripartite Mediation Advisors by Ministry of Manpower to mediate labour dispute cases including foreign workers.

### Enquiries:

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