

Implement Strategies to Employ, Retain and Re-employ Older Employees (SFw HR) (Synchronous e-learning)

Participants will be awarded the **Statement of Attainment for HRS-HRM-4024-1.1 Retirement and Re-employment Management** upon successful completion of the course.

Course Objective

This course addresses the skills and knowledge required to implement employment, retention and re-employment strategies for an ageing workforce. It covers assessing requirements for older employees and how these can be implemented to support employment and retention of this demographic group.

Target Audience

HR executive, HR or line manager who is responsible for employment and retention of talent in organizations.

Course Outline

- Implement work design strategies for older employees
- Identify jobs and define job scope that are suitable for older employees
- Develop flexible work arrangements and facilitate job re-design to accommodate older employees' requirements
- Support older employees to adapt to new job roles and work flow/processes
- Implement employment strategies for older employees
- Identify opportunities of creating an age-friendly workplace
- Implement recruitment strategies which support workplace enhancements made to suit older employees
- Review and refine recruitment practices to support the recruitment of older employees
- Communicate organization policies on older employees externally to promote the organization as an employer choice
- Implement retention and re-employment strategies for older employees
- Review and implement human resource policy modification to support retention of older employees
- Educate relevant employees in organisation's employment strategies for older employees
- Identify eligible older employees for re-employment using a structured process
- Engage eligible older employees for re-employment within a recommended time frame
- Facilitate re-employment job arrangements for old employees
- Adjust employment contract to meet the needs of the organisation and the older employees to be re-employed

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 6pm (16 hours)
 Assessment : On a separate day (1 hour)
 Course Venue : SNEF Corporate Learning Centre @
 Paya Lebar Square

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 (SC aged ≤ 39/SPR)
- ❖ 90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)
- 95% Course Fee Subsidy, capped at \$53/hr (WTS : SC aged ≥ 35 earning ≤ \$2000 per month)
- ❖ Absentee Payroll
 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					
		- SC aged ≥ 40	\$609.90	\$513.00	\$96.90
		- SC aged ≤ 39	\$609.90	\$255.00	\$354.90
		- All SPR	\$609.90	\$255.00	\$354.90
		WTS: SC aged ≥ 35 earning ≤ \$2000 per month	\$609.90	\$541.50	\$68.40

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

⊗ : Not Applicable

WTS : Workfare Training Support Scheme

SMEs : 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 employee

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 Implement Strategies to Employ, Retain and Re-employ Older Employees (HR-RS-406E-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 to enjoy the funding

Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

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