

## Basics of Age Management (Online)

### Course Objective

This unit addresses the skills and knowledge required to implement fair employment practices within an organisation. It covers reviewing and enhancing human resource practices through the implementation of tripartite guidelines on fair employment.

### Target Audience

Management, Business Owners, HR Professionals and Practitioners, Operations Managers and Supervisors.

### Pre-requisites

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

### Course Outline

- Review Human Resource Practices
- Enhance Fair Employment Practices
- Communicate Fair Employment Practices Information
- Acquire knowledge of fair employment to recruitment & selection – the Do's and Don'ts
- Conduct performance appraisal and manage the performance of your mature workers
- Effectively manage a multi-generational workforce
- Know the ways in doing job redesign and its considerations
- Understand and provide the various types of flexible work arrangements for your mature workers
- Learn the types of well-being programmes that are essential for your mature workers
- Strategise the retention of the skills and knowledge of mature workers and the best job arrangement for them

### Methodology

This will comprise of group discussions, activities and short lectures.

### Trainer

Ernest Chew is a seasoned Human Resources practitioner with over 35 years of broad-based experience in human management and training and development with various multi-national and local companies in the Asia pacific region.

He is fully versatile in all areas of HR having deep and extensive experiences in learning and development, compensation and benefits, talent and organization development as well as business partnering and human resource operations.

Ernest possesses a Master Degree in Human Resource Management and a Bachelor Degree in Business Administration. He is also an ACTA-certified trainer and assessor.

Duration : 1 day, 9am to 6pm (8 hours)  
Course Venue : SNEF Corporate Learning Centre @ Tanglin  
Course Fee : \$374.50 (inclusive 7% GST)

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

### Enquiries: