

Building Human Capital in an SME Environment

Course Overview

This course is designed to develop the skills of newly hired PMETs in applying their broad range of capabilities to contribute successfully within an SME environment. The course will cover the following areas:

- Develop a mindset for application of a broad base of skills for functional success
- Understand personal strengths and weakness to improve personal effectiveness and manage workplace relationships effectively
- Develop leadership skills to manage people and changing work environment for better results
- Apply performance management skills in setting of goals, evaluating and reviewing performance

Target Audience

Newly-hired Professionals, Managers, Executives, and Technicians (PMETs).

Course Outline

1. Develop a mindset for application of a broad base of skills for functional success

- ✓ Understand the SMEs environment and opportunities they present
- ✓ The role of a PMET in an SME environment
- ✓ Leverage on broad skills to optimize personal performance through multi-tasks
- ✓ Develop self-direction and initiative
- ✓ Committing to self-development of multi skills to tap on opportunities

2. Understand personal strengths and weakness to improve personal effectiveness and manage workplace relationships effectively

- ✓ Introduction to profiling for effectiveness
- ✓ Emotional Intelligence
- ✓ Professional and workplace ethics
- ✓ Cultivating working relationships with others in the organization

3. Develop leadership skills to manage people and changing work environment for better results

- ✓ Essential Leadership Skills
- ✓ How to manage multi-tasks and projects effectively
- ✓ Problem Solving Skills
- ✓ Managing work and projects
- ✓ Understand productivity and impact on organization performance
- ✓ Managing change and improving workplace relationships

4. Apply performance management skills in self-development and performance management

- ✓ The importance of self-development
- ✓ Performance planning and management in an SME environment

Please refer to SNEF website for available dates
Duration : 9am to 5pm (2 days)
Course Venue : SNEF Corporate Learning Centre

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '**P-MAX Courses**'

❖ **90% Course Fee Subsidy**
(Terms and conditions apply)

Course Fees

Full fees (before 7% GST) : S\$1500.00
Training grant : S\$1350.00
(WSG Funding @ 90% of fees)
Amount payable after training grant:
S\$150.00 + 7% GST = **S\$160.50**

SMEs will be invoiced course fee (after 90% course fee subsidy).

SMEs will need to meet the following criteria to be eligible for WSG funding support:

- (i) Be registered or incorporated in Singapore
- (ii) Be made up of at least 30% local shareholding
- (iii) Have an annual sales turnover of not more than \$100 million OR employment size not exceeding 200 employees.
- iv) Participants are Singapore Citizens or Permanent Residents (PR)

PMETs will need to meet the following criteria to be eligible for WSG funding support:

- (i) Be a Singapore Citizen or Permanent Resident (PR) who is keen to pursue a full-time career in an SME
- (ii) Hold at least a Diploma or have prior work experience in a PMET job
- (iii) Have graduated or completed National Service for a minimum period of 12 months

Course Facilitator

Ms Grace Tan has more than 30 years of experience in HRM & HRD within the Hospitality, Real Estate, Financial, Healthcare and Retail industries. She holds a BA (NUS), GDPM (SIM), M.Ed. (University of Sheffield), ACTA & DACE (WDA).

With her many years of corporate experience, Grace has also been engaged to help organizations in Organizational Development, Talent Management as well as HR system and process improvement.

As a Consultant she has worked with many SME organizations in strategic planning, competency and leadership development. In the area of learning and development, she has been involved in strategizing and conceptualizing the design and development of training and other employee learning programs for areas like service quality improvement, performance management and organizational alignment. Her particular area of expertise is in the development of competency based programmes under the WSQ framework.

Course Enquiries:

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