

## Engaging Newly Hired PMETs in an SME

### Course Overview

A lack of satisfaction and commitment to the organization can cause an employee to withdraw and begin looking for other opportunities. Hence, it is crucial for organization to make a new employee feel comfortable and a part of the team from day in order to make the employee a successful and productive member of its business. This 1-day workshop is designed to provide the understanding and guidance to Supervisors on their roles in assimilating the PMETs into the Company.

### Target Audience

Direct Supervisor of Professionals, Managers, Executives, and Technicians (PMETs) placed in the organisation.

### Methodology

Mix of interactive discussions, class participation and contribution/exchange of cross-industry practices to gain wider perspective of the topics.

### Course Outline

- Understanding the lifecycle of an employee in the organization
- Understanding the significant role supervisor plays in assimilating the PMETs into the organisation
- Apply essential HR concepts, processes and techniques
- Getting ready to mentor (Leadership Styles, Interpersonal & Communication Skills)
- Develop and administer regular follow up and communication sessions with PMET
- Develop and administer effective goals setting procedures
- Identifying and agreeing on a training and development plan
- The completion of SME Resource Toolkit (*To be completed within a timeframe. More details will be shared during the class*)

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 6pm

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 '**P-MAX Courses**'

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

### Course Fees

Full fees (before 7% GST) : S\$500.00

Training grant : S\$450.00

(WSG Funding @ 90% of fees)

Amount payable after training grant:

S\$50.00 + 7% GST = **S\$53.50**

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)

### Course Facilitator

**Ms Tiffany Lim** is a seasoned Human Resources practitioner with over 25 years of experience of broad-based experience in human resources/industrial relations management and training & development with various multinational and local companies. Her forte is in the area of relationship management, industrial relations, performance management, talent development, corporate communications, customer service and interpersonal communication skills.

Tiffany has a wealth of experiences in management of people and over the years, she played an active role in skills training of the workers. As a strong believer in developing human capital, Tiffany provides quality learning and development solutions with strong passion to help individuals unleash potential talents to achieve both personal and corporate objectives. She takes each and every one of her training assignments seriously and strives to provide a fulfilling and rewarding experience for her participants.

Tiffany possesses a Bachelor Degree in Human Resource Management & Industrial Relations and a Diploma in Personnel Management. She is also an ACTA Certified Trainer and Assessor.

### Course Enquiries:

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