

# Align Human Resource Services with Business Needs (SFw HR)

Participants will be awarded the **Statement of Attainment for HRS-BIN-4092-1.1 Human Resource Strategy Formulation** upon successful completion of the course.

## Course Objective

This course is designed to address the skills and knowledge required to ensure that human resources services are aligned with business needs. It covers the link between human resource initiatives and how these align to business strategy.

## Target Audience

Staff (supervisory and managerial position) who are responsible for the aligning, coordinating, managing and execution of HR services and activities to meet organization's business needs.

## Course Outline

### ➤ Review organization's strategies and business plans

- Identify human resource trends that may impact organizational performance
- Review organization's strategic business plans to identify areas impacting human resource activities, services and programmes
- Communicate with stakeholders to clarify their needs relating to human resource activities, services and programmes

### ➤ Review internal and external factors that may impact human resource services

- Review data and reports to document past performance of human resource activities, services and programmes
- Facilitate involvement of stakeholders to review human resource service effectiveness and clarify future expectations and requirements
- Document outcomes of review activities to clarify future directions of human resource services and validate priorities with stakeholders

### ➤ Ensure human resource activities in detail and services support the business

- Agree on required changes to human resource activities, services and programmes, and explain to key stakeholders how changes will assist in achieving strategic business goals
- Implement or initiate identified changes to human resource activities, services and programmes to support the organization's strategic business goals
- Establish performance indicators and measures for effectiveness of human resource activities, services and programmes designed to support the organization's strategic business goals

## Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentation, facilitation and sharing, critique and review.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (16 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

**Register online at SNEF website [www.snef.org.sg](http://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)**
- ❖ **Absentee Payroll**  
**90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

| SME            | NON-SME        | SELF-SPONSORED | Full Course Fee | Training Grant | Amount Payable    |
|----------------|----------------|----------------|-----------------|----------------|-------------------|
| - All SC & SPR | - SC aged ≥ 40 |                | \$556.40        | -\$468.00      | = <b>\$88.40</b>  |
|                | - SC aged ≤ 39 | - All SPR      | \$556.40        | -\$240.00      | = <b>\$316.40</b> |

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 employees.

## Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

- Singapore Citizens or Permanent Residents (PR) of Singapore
- Attain at least 75% course attendance
- Successfully complete assessment & certified as competent
- Has not enjoyed funding for the same course before. **Note: This course is equivalent to Align Human Resource Services with Business Needs (HR-GEN-401C-0).**
- For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

## Enquiries:

Malar DID: 6827 6934 / Training hotline: 6827 6927

Email : [malar@snef.org.sg](mailto:malar@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)