

Analyse and Present Research Information (SFw HR)

Participants will be awarded the **Statement of Attainment** for HRS-HRM-3028-1.1 Data Management upon successful completion of the course.

Course Objective

This course is designed to address the skills and knowledge required to research a range of human resource issues. It covers determining research objectives and methodologies as well as writing and presenting reports on research findings for consideration by senior members in an organization.

Target Audience

HR executive, HR or line manager who is responsible for conducting research on HR issues in their organization.

Course Outline

➤ Determine research objectives

- Clarify human resource issues that require research and analysis to determine scope of research
- Identify information sources to support research objectives
- Select appropriate methodology to support research considering any legal, ethical or compliance issues that may impact the process

➤ Perform research activities

- Access information sources to gather required information
- Evaluate research information against scope and objectives of research plan to determine relevance
- Revise research strategy in response to new or changing information
- Maintain accurate records of resources consulted and information gathered to support reporting process

➤ Report on research findings

- Analyse data gathered during research stage to identify key findings and recommendations for inclusion in reporting
- Create outline for report to present research analysis in line with objectives
- Present information accurately in a format appropriate to the purpose and in accordance with organisational guidelines
- Review and seek feedback to ensure validity and appropriateness of report
- Document any recommendations, suggestions or conclusions for follow up that may be interpreted through analysis of research findings.

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
 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		\$449.40	-\$378.00	= \$71.40
- All SC & SPR	- SC aged ≤ 39		\$449.40	-\$210.00	= \$239.40

All prices stated are inclusive of 7% GST

SC : Singapore Citizen
 SPR : Singapore Permanent Resident
 : Not Applicable
 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:

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 **Analyse and Present Research Information (HR-GEN-302C-0)**.*
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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