

# Assist in Execution of Change Management (SFw HR)

Participants will be awarded the **Statement of Attainment** for HRS-BIN-3094-1.1 Organizational Change Management upon successful completion of the course..

## Course Objective

The course will address the skills and knowledge required to support change management processes within an organization. It covers promoting and participating in change management activities, supporting others to implement change, as well as participating in activities to evaluate change management processes.

## Target Audience

Human resource managers and above.

## Course Outline

### ➤ Introduction to implementing organizational change

- Types of change management procedures
- Key performance indicators (KPIs)
- Internal and external environments that lead to change in the organisation
- Current organizational practices with regards to managing change Internal and external environments that lead to change in the organisation
- Identify associated costs and resources required to facilitate basic changes

### ➤ Roles of employees and stakeholders in organizational change processes

- Relevant stakeholders in change processes
- Roles in change management programmes and initiatives
- Importance of pro-active involvement by employee participation in change management programmes

### ➤ The impact of organizational changes

- Impact of organizational changes to employees
- Behavioural impact of change processes
- Identify impact of change to employees and stakeholders
- Develop communication materials to prepare affected employees and stakeholders for change

### ➤ Support the implementation of organizational change

- Support the implementation of change
- Document all endorsed change management procedures in regular work processes
- Document change impact on workplace performance and processes, against key performance benchmarks and success indicators
- Provide suggestions for tweaks to business processes and operations to support change and transitions effectively
- Identify opportunities for change within own scope of work to improve work processes
- Advocate change

## Methodology

It is a competency-based learning with assessment. E-learning, case studies, didactic questioning, discussions & presentation, facilitation and sharing, critique & review.

- ❖ **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	= <b>\$71.40</b>
	- SC aged ≤ 39	- All SPR	\$449.40	-\$210.00	= <b>\$239.40</b>

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 Support Change Processes (HR-GEN-304C-0).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

E-learning : 1.5 hours

Classroom Training: 2 days, 9am to 5.15pm (14.5 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'

## Enquiries:

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