

Adapt to Change (Synchronous E-learning)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

Course Objective

On completion of this unit, the learner will be able to identify the global trends and changes impacting the workplace, undertake lifelong learning to adapt to changes for sustained employability in the new knowledge economy, and share knowledge and skills to enhance productivity and effectiveness in a diverse workplace.

Target Audience

Individuals who are directly performing a job function under a predictable work context and have no supervisory responsibilities. He/She performs under clearly specified boundaries and close supervision.

Course Outline

- Reasons for information required
- Available sources of information and their characteristics
- Ways in which various types of global trends impact one's employability/job role
- Criteria for ascertaining the appropriateness of available sources of information
- Methods of searching for information
- Implications of information that impact one's employability and job role both in local and global context
- Ways to cope with adjustments and expectations required in current and new job situation in a global context
- Types of competencies required in current and new job requirements and their features
- Causes of gaps in own competencies
- Types of learning opportunities and their characteristics
- Rationale of the various criteria used to select suitable learning opportunities
- Types of other resources and opportunities for development
- Methods to identify learning styles
- Transferable skills and knowledge acquired from training and development and their features
- Ways to overcome various barriers to the transfer of learning
- Benefits of performance improvement as a result of learning and development
- Methods to measure performance improvement and their features
- Importance of learning from others

Methodology

This workshop will comprise hands-on exercises, group discussions & presentation, facilitation & sharing, critique and review.

Virtual Online Course via ZOOM

Dates (2020) : ● 27 & 28 August
Duration : 2 days, 9am to 6pm (16 hours)

Register online at SNEF website <https://snef.org.sg/digitalllearning/>

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/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 | → | \$235.40 | - \$198.00 = | \$37.40 |
| | - SC aged ≤ 39 | → | \$235.40 | - \$176.00 = | \$59.40 |
| | - All SPR | → | | | |

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
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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