

GMS WSQ: Apply Teamwork in the Workplace (MF-COM-103C-1) (Online)

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

Introduction

This course aims to provide staff with the understanding of the organisation's structure, goal and how to achieve corporate and group objectives as a team. Participants will gain knowledge and application skills in participating in work teams and be able to apply them in the workplace.

Course Objective

- At the end of the training program, the participant will be able to:
 - Participate in team establishment
 - Participate in developing team culture
 - Communicate with team members
- Assist to improve team performance

Target Audience

This course is catered to junior staff and junior supervisors.

Prerequisites

- Able to read, speak and write basic English or
- ESS WPLN Level 3

Course Outline

- Introduction to WSQ Framework
- What is a team
- How to participate and support in building an effective team
- Team effectiveness
- Right size of a team
- Role of team members
- Characteristics of effective team
- Team member competencies
- Team motivation and development
- Develop team work plan
- Identify workplace problems and opportunities
- Apply effective communication and listening skills
- Team building and problem-solving tools
- Implement workplace improvements through team activities
- Measure and review team performance
- Pre-assessment activities
- Course review

Methodology

This workshop will comprise lectures, demonstration, hands on activities on elements of competence, group discussions, Q&A and assessment.

Dates (2020)	: 23-24 July
Duration	: 2 days, 9am to 6pm (16 hours)
Assessment	: 1.5 hours
Course Venue	: Virtual via Zoom (Must have a webcam and microphone installed)

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '*digitallearning*'

- ❖ **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	→	→	\$406.60	-\$342.00	= \$64.60
⊗	→	→	\$406.60	-\$297.50	= \$109.10

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 and certified as competent
4. Participant must never have enjoyed funding for the same course before
5. For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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