

Develop Strategies and Policies for Employee Relations (SFw HR)

Participants will be awarded the **Statement of Attainment for HRS-HRM-5017-1.1 Employee Relationship Management** upon successful completion of the course.

Course Objective

This unit addresses the skills and knowledge required to develop and facilitate the implementation of employee relations strategies and policies. It covers analysis of strategy requirements and driving the integration of employee relations strategies with other human resource and business functions.

Target Audience

Human resource professionals

Course Outline

- **Identify factors influencing employee relations**
 - Review legislative requirements and guidelines that may impact on employee relations and working conditions
 - Employ mechanisms to analyse internal and external trends to identify issues relating to employee relations and human capital statistics
 - Review performance of current processes and systems used to manage employee relations
- **Drive the integration of employee relations processes with other human resource functions**
 - Communicate the employee relations processes and systems to stakeholders to gain their buy-in
 - Review alignment of employee relations processes and systems with other HR and business programmes
- **Monitor and review the effectiveness of employee relations strategies and policies**
 - Identify criteria to evaluate the performance of employee relations strategies
 - Support the development of processes and systems to gather measurement data and feedback
 - Monitor influences and trends that may impact on employee relations strategies

Methodology

It is a competency-based learning with assessment, case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 7pm (18 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 Relations**'

- ❖ **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	→	→	\$609.90	-\$513.00	= \$96.90
⊗ - SC aged ≤ 39	→	→	\$609.90	-\$270.00	= \$339.90
- All SPR	→	→	\$609.90	-\$270.00	= \$339.90

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 Develop Strategies and Policies for Employee Relations (HR-ERC-501E-0).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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