

Implement and Manage Diversity in the Workplace (SFw HR)

Participants will be awarded the **Statement of Attainment for HRS-HRM-4014-1.1 Diversity and Inclusion Management** upon successful completion of the course.

Course Objective

This unit addresses the skills and knowledge required to manage diversity in the workforce. It includes identifying issues and challenges of diversity, consulting with key stakeholders, developing, implementing and evaluating programmes and activities to manage a diverse workforce and enable workforce harmony.

Course Outline

- Importance of diversity and inclusion strategies in an organisation
- Labour regulations and guidelines relating to workplace diversity and fair employment practices
- Importance of diversity and inclusion to an organisation and how it can contribute to its success
- Relevant market trends and developments that will impact an organisation's diversity strategies
- Plan diversity and inclusion programmes
- Develop and translate diversity strategies into diversity and inclusion plans and programmes
- Types of organisational policies and procedures related to diversity
- Ways to identify diversity needs in the workplace
- Ways to secure buy-in from key stakeholders on diversity plans and programmes
- Aligning diversity plans and programmes with organisational and legislative policies and requirements
- Implement diversity and inclusion programmes
- Best practices in diversity and inclusion
- Types of tools for promoting and enhancing workplace diversity
- Ways to empower stakeholders to implement diversity and inclusion practices
- Review and evaluate diversity and inclusion programmes
- Types of KPIs to measure the success of diversity and inclusion programmes
- Processes and systems to be developed to gather and analyse feedback on diversity and inclusion programmes
- Ways to analyse feedback on the effectiveness of diversity programmes

- ❖ **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			\$481.50	-\$405.00	\$76.50
			\$481.50	-\$225.00	\$256.50

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

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**'

Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

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