

# Implement Strategies to Employ, Retain and Re-Employ Older Employees (SFw HR) (Synchronous e-learning)

Participants will be awarded the **Statement of Attainment for HRS-HRM-4024-1.1 Retirement and Re-employment Management** upon successful completion of the course.

## Course Objective

This course addresses the skills and knowledge required to implement employment, retention and re-employment strategies for an ageing workforce. It covers assessing requirements for older employees and how these can be implemented to support employment and retention of this demographic group.

## Target Audience

HR executive, HR or line manager who is responsible for employment and retention of talent in organizations.

## Course Outline

- Implement work design strategies for older employees
- Identify jobs and define job scope that are suitable for older employees
- Develop flexible work arrangements and facilitate job re-design to accommodate older employees' requirements
- Support older employees to adapt to new job roles and work flow/processes
- Implement employment strategies for older employees
- Identify opportunities of creating an age-friendly workplace
- Implement recruitment strategies which support workplace enhancements made to suit older employees
- Review and refine recruitment practices to support the recruitment of older employees
- Communicate organization policies on older employees externally to promote the organization as an employer choice
- Implement retention and re-employment strategies for older employees
- Review and implement human resource policy modification to support retention of older employees
- Educate relevant employees in organisation's employment strategies for older employees
- Identify eligible older employees for re-employment using a structured process
- Engage eligible older employees for re-employment within a recommended time frame
- Facilitate re-employment job arrangements for old employees
- Adjust employment contract to meet the needs of the organisation and the older employees to be re-employed

## Methodology


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

Duration : 2 days, 9am to 6pm (16 hours)  
 Assessment : On a separate day (1 hour)  
 Course Venue : SNEF Corporate Learning Centre @  
 Paya Lebar Square

Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)

Click on 'Training' and Course Category 'Human Resource / Industrial Relation'


- ❖ **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**  
**80% of hourly basic salary, capped at \$4.50/hr for non-SMEs and \$7.50/hr for SMEs.**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$609.90	\$513.00	= <b>\$96.90</b>
	- SC aged ≤ 39		\$609.90	\$255.00	= <b>\$354.90</b>
	- All SPR				

All prices stated are inclusive of 7% GST

**SC** : Singapore Citizen

**SPR** : Singapore Permanent Resident

 : Not Applicable

**WTS** : Workfare Training Support Scheme

**SMEs** : Defined as companies with:

- at least 30% local shareholding; AND
- Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employee

## 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 Implement Strategies to Employ, Retain and Re-employ Older Employees (HR-RS-406E-1).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to enjoy the funding

## Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

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