

GMS WSQ: Apply Management Level Planning Skills (MF-COM-404C-1)

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

Course Objective

This module aims to provide PME's with the essential skills, competencies and knowledge in the areas of project management, quality management, business process improvement and people management.

Target Audience

New and experience professionals, managers and executive (PME's).

Course Outline

Equips participants with the fundamental knowledge and skills on the planning process that includes working with different types of plans, using different approaches to plan and how to plan effectively.

Different types of plans

- Approaches to planning
- Definition of organisational policies, objectives and procedures
- Four main functions of management
- Relationship of planning to other management functions
- Relationship of operational plans to strategic plans
- Organisational operational plans
- Types of functional goals
- Steps in planning process
- How to translate organisational objectives into functional goals
- How to conduct strengths and weaknesses analysis
- Resource utilization
- Contingency planning
- How to prepare planning outcomes reports

Methodology

This workshop involves mini-lecture, group discussion/activity, case study etc.

Dates (2021) : *Please refer to SNEF website for available dates
 Duration : 2 days, 9am to 5pm (14 hours)
 Assessment : On a separate day (1 hour)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin Shopping Centre

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Generic Productivity and Supply Chain – GMS WSQ**'

- ❖ **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 \$7.50/hr. Eligibility period: 1 Jan – 30 Jun 2021

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$535.00	-\$450.00	= \$85.00
⊗	- SC aged ≤ 39	→	\$535.00	-\$225.00	= \$310.00
	- 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 and certified as competent
4. Must never have enjoyed funding for the same course before

*For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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