

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

*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 (2021)	: *Please refer to SNEF website for available dates
Duration	: 2 days, 9am to 6pm (16 hours)
Assessment	: 1.5 hours
Course Venue	: SNEF Corporate Learning Centre @ Tanglin Shopping Centre

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

Click on 'Training' and Course Category '**Generic Productivity and Supply Chain**'

- ❖ **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**  
**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	→		\$406.60	-\$342.00	= <b>\$64.60</b>
⊗	- SC aged ≥ 40	→	\$406.60	-\$297.50	= <b>\$109.10</b>
	- SC aged ≤ 39	→	\$406.60	-\$297.50	= <b>\$109.10</b>
	- All SPR	→	\$406.60	-\$297.50	= <b>\$109.10</b>

*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:

Veena DID: 6827 6973 / Training hotline: 6827 6927

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