

GMS WSQ: Supervise Team At Work (MF-COM-303C-1)

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

Course Objective

This course is developed to enable an individual to acquire supervisory skills and knowledge in supervising and implementing work improvement processes in the workplace. It is a systematic approach that workers can use to make incremental and breakthrough improvements in processes that produce products and services for customers.

Target Audience

This course is suitable for supervisory/managerial staff.

Prerequisites

Able to speak, read and write in basic English or
Participants with the following competency ratings from the Employability Skills System (ESS) are eligible:

- Listening/Speaking Min. Level 5
- Reading/Writing Min. Level 5
- Numeracy Min. Level 5

Course Outline

- Form work teams
- Lead workplace team activities
- Maintain team performance

Methodology

- Lecture Presentation
- Role plays / group discussion
- Work assignment

- ❖ **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	- SC aged ≥ 40	→	\$535.00	- \$450.00 =	\$85.00
⊗	- SC aged ≤ 39	→	\$535.00	- \$400.00 =	\$135.00
	- 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
5. For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Dates (2021) : *Please refer to SNEF website for available dates
 Duration : Day 1 & 2: 9am to 6pm
 Day 3: 9am to 5pm (23 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 Manufacturing – (GMS) WSQ**'

Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

Email : veena@snef.org.sg / trg@snef.org.sg