

# LPM WSQ : Achieve Result Through Your Team (SF)

Participants will be awarded the **Statement of Attainment** for  
**INP-PDV-3049-1.1 People and Performance Management**  
upon successful completion of the course.

## Course Objective

This course will address the skills and knowledge required by assistant managers, supervisors and team leaders to achieve business result by leading and managing the team effectively. This workshop will cover the framework for mapping business goals into clear team plans. It also covers key concepts and practical techniques of work allocation, performance management and risk management.

## Target Audience

Assistant Managers, Supervisors and Team Leaders

## Course Outline

### ➤ Interpret and Implement Team Plans

- Work with team members to interpret team plans
- Allocate tasks and resources appropriately to team members
- Negotiate and manage performance expectations of team member

### ➤ Manage and Reward Team Performance

- Understand the essence of performance management
- Provide regular feedback and grow the competency of your team members
- Reward good behaviours and counsel unsatisfactory behaviours

### ➤ Monitor Implementation of Team Plans

- Manage and lead team performance to achieve results
- Evaluate Implementation outcome objectively
- Monitor and assess emerging risks that may impact on team performance
- Identify appropriate control and contingency measures to address emerging risks.

## Methodology

The workshop is designed to deliver maximum result through mini-lecture, interactive group discussions, activities, self-reflection and translation into actual action plan that can be applied immediately at work.

## Trainer Profile

Koh Thong Joo is a business practitioner with more than 20 years of industry experience working in MNC; Statutory Board; SME and Public Listed Company. During his career, he has spearheaded various leadership portfolios including sales & marketing; business development and strategic planning. He has implemented numerous projects successfully through detailed planning and supportive leadership style. Thong Joo holds certification in Master of Science (Industrial/Organizational Psychology & HR Management) by City University of New York; Advanced Certificate in Training and Assessment (ACTA); Certified Practitioner Of Neuro-Linguistic Programming® (NLP); Certification as a Human Behavior Analyst (DISC Profiling); Silva Method; and Business Coaching.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (16 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

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

Click on 'Training' and Course Category '**Leadership**'

❖ **50% Course Fee Subsidy (SC aged ≤ 39/ SPR/ LTVP+ Holders)**

❖ **70% Course Fee Subsidy (SC aged ≥ 40/ SMEs)**

❖ **Absentee Payroll (AP)  
\$4.50 per hour, capped at \$100,000 per enterprise per calendar year**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC, SPR & LTVP+	- SC aged ≥ 40	→	\$428.00 - \$280.00 =		<b>\$148.00</b>
	- SC aged ≤ 39	→	\$428.00 - \$200.00 =		<b>\$228.00</b>
	- All SPR	→			
	- LTVP+	→			

All prices stated are inclusive of 7% GST

**SC** : Singapore Citizen

**SPR** : Singapore Permanent Resident

**LTVP+** : Long Term Visit Pass Plus Holders

: 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, Singapore Permanent Residents (SPRs) or Long Term Visit Pass Plus (LTVP+) Holders
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Have not enjoyed funding for the same course before. **Note: This course is equivalent to Monitor and Reward Performance in a Team to Support Achievement of Results (LPM-RES-301C-0)**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore
6. Sponsoring company is the direct employer who is contributing CPF for the registered Singapore Citizens or Singapore Permanent Residents (SPRs) participant

For training conducted outside working hours, AP funding is given to the employers to defray the overtime pay that was paid to their employees. Hence to qualify for AP funding, employers must have in place a Human Resource (HR) policy which provides for the payment of overtime pay to employees for these training hours and pay their employees overtime pay for these hours, in accordance with the HR policy.

## Enquiries:

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