

LPM WSQ : Build Positive Team Relationships (SF)

Participants will be awarded the **Statement of Attainment** for
RET-PMD-3004-1.1 Organisational Relationship Building
upon successful completion of the course.

Course Objective

This course will address the skills and knowledge required by supervisors, assistant managers and team leaders to engage collaborative relationships among your team members to achieve work successes in today's workplace.

Target Audience

Supervisors, Assistant Managers and Team Leaders

Course Outline

➤ Participate in Networks

- Aware of legal and ethical issues in networks
- Effectively share information within company's policies
- Initiative effective conversations
- Discover ways and methods to promote oneself
- Collaboration with team members using opportunities

➤ Develop Team Cohesiveness

- Translate high level strategies and business plan into performance-based outcomes
- Apply powerful communication methods, techniques and channels to get effective results
- Engage team members professionally

➤ Resolve Conflict within the Team

- Turn conflicts into opportunities
- Apply correct negotiation techniques using model templates
- Empower oneself with correct conflict resolution skills

Methodology

Case Studies, Group Discussions, Activities, Short Lectures and Role Plays

Trainer Profile

Sunny Ong is an Associate Trainer at SNEF conducting courses by engaging participants' mindset through in-depth presentations and sharing experiences relevant to survive in today's work environment. With more than 20 years of working experiences in the arena of corporate management and sales, he is in the position to equip participants with the relevant skills to help them achieve positive work performance in their workplace.

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
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	= \$148.00
	- SC aged ≤ 39		\$428.00	\$200.00	= \$228.00
	- All SPR		\$428.00	\$200.00	= \$228.00
	- 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 Build Team Relationships (LPM-RLT-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:

Jackie Tan DID: 6827 6917 / Training hotline: 6827 6927

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