

LPM WSQ : Creative Leadership and Self Development Skills (SF)

*Participants will be awarded the **Statement of Attainment** for
RET-PMD-3005-1.1 Personal Effectiveness
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 model personal effectiveness and creative decision-making skills as a team leader. It covers effective communication, leadership in decision-making and developing and maintaining professional competence.

Target Audience

Supervisors, Assistant Managers and Team Leaders

Course Outline

➤ Communicating Effectively & Professionally

- Communication styles to suit work context
- Communicate your ideas using relevant platforms
- The power of verbal and non-verbal cues
- Using positive language to get buy-in from team
- Listen actively and seek constructive feedback
- Overcome barriers to communication

➤ Creative Decision Making Skills

- Explore your leadership style
- Prepare the ground for constructive decision making
- Weigh the pros and cons of a decision
- Use creative thinking methods and techniques to select most appropriate decision
- Successfully engage and empower staff for your team's and organisation's success

➤ Developing Your Professional Competence

- Understand your personal strengths and weaknesses
- Seek opportunities to develop professional competence
- Maintain effective communication and engagement with team
- Use effective feedback techniques

Methodology

Case Studies, Group Discussions, Interactive Lectures, Role Plays and Activities & Simulated Games

Trainer Profile

Yvonne Anjelina is a Certified Industry Trainer and holds a degree in Communications. Having been in the managerial role for several years and now running her very own consultancy and training institution, has given Yvonne an evolved understanding of the intricacies of what makes a respected and sought-after leader. Her practical acumens as well as her engaging and encouraging teaching style motivate learners to think on their feet and stretch their minds to explore valuable concepts and ideas.

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+	→	→	\$428.00	-\$280.00	= \$148.00
⊗	- SC aged ≤ 39 →	- 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 *Develop Self to Maintain Professional Competence at Supervisory Level (LPM-PER-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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