

LPM WSQ :

Cultivate Workplace Relationships To Optimise Team Performance (SF)

Participants will be awarded the **Statement of Attainment** for **RET-PMD-4004-1.1 Organisational Relationship Building** upon successful completion of the course.

Course Objective

This course will address the skills and knowledge required by managers to optimize workplace performance by cultivating harmonious and productive relationships in the workplace. It covers enhancing workplace relationships, promoting diversity and managing conflict.

Target Audience

Managers

Course Outline

➤ Enhancing Workplace Relationships

- Identify relevant network members to build strong working relationships
- Produce mutually beneficial outcomes by acting on collaborative opportunities
- Exchange important relevant information among network members

➤ Promoting Diversity

- Establish, implement and monitor systems and processes to support diversified work teams
- Adapt interpersonal styles to engage effectively with a diversified workforce

➤ Managing Conflict

- Apply methods to effectively identify causes of conflict
- Resolve conflicts through balanced negotiation
- Evaluate effectiveness of conflict resolution strategies
- Prevent recurrence of similar conflicts

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+	→	→	\$481.50	-\$315.00	= \$166.50
⊗	- SC aged ≤ 39	→	\$481.50	-\$225.00	= \$256.50
	- 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 Cultivate Workplace Relationships and Diversity (LPM-RLT-401C-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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