

LPM WSQ : Enable Leadership in People (SF)

*Participants will be awarded the **Statement of Attainment** for
RET-PMD-4002-1.1 People Development
upon successful completion of the course.*

Course Objective

This course will address the skills and knowledge required by managers to harness performance potential of their team leaders. Participants will learn the impact of their managerial roles on the development of their team leaders and be able to apply various techniques to support the development of their team leaders.

Target Audience

Managers

Course Outline

➤ Identify team leaders' skill requirement

- Review organizational strategies and business plans that impact on team competency requirements
- Select and use tools to review current skills of team leaders
- Establish team leaders' learning priorities
- Support team leaders in writing learning and development plans

➤ Facilitate Learning Opportunities

- Identify learning and development opportunities that support the development of team leader skills
- Facilitate learning and development opportunities to address skills needs
- Provide resources and support for learning and development

➤ Coach Team Leaders

- Establish clear coaching goals and timeframes
- Work with coachees to explore issues and develop options
- Support coachees to develop skills and gain confidence
- Review coaching outcomes against coaching goal

Methodology

Case Studies, Group Discussions, Activities and Short Lectures.

Trainer Profile

Katty Lam has spent more than 15 years working in the service, retail and hospitality industry where she held various management positions managing project teams in marketing, customer service and operations locally and in Vietnam, Malaysia and Myanmar. This allows Katty to share her expertise & insights as she relates real-life knowledge and experience in managing teams which will enhance the participants' learning experience positively in building effective work/project teams.

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	→	\$481.50	\$225.00	= \$256.50
	- LTVP+	→	\$481.50	\$225.00	= \$256.50

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 Team Leaders through Capability Development and Coaching \(LPM-DEV-401C-0\)](#)**
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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