

LPM WSQ : Powerup Your People Through Encouragement (SF)

Participants will be awarded the **Statement of Attainment** for **RET-PMD-3002-1.1 People Development** upon successful completion of the course.

Course Objective

This course will offer your assistant managers, supervisors and team leaders the know-how and the aptitude to conceptualize relevant and enduring initiatives to help bring your business towards continuous profitability by identifying & addressing skill development needs and motivating employee independence and development.

Target Audience

Supervisors, Assistant Managers and Team Leaders

Course Outline

> Organization Planning

- Alignment of business goals to new emerging skill requirements.
- Collaboration to meet current and future skill requirements.
- Skills transfer through learning and development plans.

> Managing Performance

- Generate opportunities for skill development.
- Develop an employee support system in enhancing team effectiveness.
- Provide a learning arena to achieve team performance.

> Maintaining Positive Employee Relations

- Positive communication techniques to set team performance expectations.
- Learning from mistakes: empowerment and protection of staffs.
- Enhance learning and work performance opportunities.
- Support platform system to increase team work capabilities.

Methodology

Experiential Learning activities, Discussions & Presentations, Lecture facilitation, Written Activities 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+ | | → | \$428.00 | → | \$280.00 = \$148.00 |
| ⊗ | | → | \$428.00 | → | \$200.00 = \$228.00 |

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 (SPR) 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 and Motivate Team Members through Capability Development (LPM-DEV-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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