

Age-Friendly Employment Practices

This workshop is to guide managers & supervisors towards day-to-day age-friendly employment practices at the workplace based on the **Retirement Age Act** and the principles of the Employers Pledge promoted by the Tripartite Alliance of SNEF, NTUC and MOM.

Discussions on “fair” issues in recruitment & selection, performance & salary management, training & development, promotion & reward, grievance & disciplinary management, termination & retirement are welcome and encouraged during the workshop.

COURSE OUTLINE

The business case for age-friendly employment practices (AFEP)

- ✓ Expressions & actions @ the workplace that may be perceived as “ageist”
- ✓ Success stories of age-friendly employers
- ✓ Singapore’s Retirement Age Act, and possible future changes

The 5 Key Principles of The Employers Pledge - interpreted

- ✓ Age-friendly Tripartite Guidelines
- ✓ Equal opportunity for employment e.g. recruitment & termination
- ✓ Fair treatment of all employees e.g. salary & benefits
- ✓ Progressive HR management systems e.g. workplace safety, flexible work arrangements, job re-design
- ✓ Fair rewards based on ability, performance, contribution & Experience

Funding & training schemes for employment and/or re-employment of older Singaporeans

Workshop Facilitators

Ms Ang Poh Inn is the Senior HR/IR Consultant of SNEF. She is a certified Compensation Professional and Global Remuneration Professional

OR

Ms Linda Ang is the Senior IR Consultant of SNEF. She provides human resource management/ industrial relations advice and services to clients.

TARGET AUDIENCE

HR Professional or Practitioners or Line Managers

METHODOLGOY

Short lectures, case discussions & activity based exercises.

Date : 23 July 08

Time : 9am to 5pm

Venue: SNEF

<u>COURSE FEE:</u>	SNEF Mbr*	Affiliate Mbr*	Non Mbr*
Normal Course Fee	\$267.50	\$294.25	\$374.50
Amt Payable after \$175 WDA funding	\$92.50	\$119.25	\$199.50

* Fees listed above are inclusive of 7% GST.

Participants have to attend 75% of course to enjoy the discount, if not full fee will be charged.

Age-Friendly Employment Practices
REGISTRATION FORM

Contact Person, Malar: 6827 6934, Fax: 6827 6803
Email: malar@snef.org.sg

DATES: 23 July 08

Company Name: _____
SNEF Membership No*: _____ Address: _____

Contact Person: _____ Designation: _____
Tel : _____ Fax : _____ Email : _____

1st Participant

Name as in NRIC: _____ Designation: _____
NRIC No: _____ Age: _____
Citizenship: _____ Educational Qualification: _____
Tel: _____ Fax: _____ Email: _____

2nd Participant

Name as in NRIC: _____ Designation: _____
NRIC No: _____ Age: _____
Citizenship: _____ Educational Qualification: _____
Tel: _____ Fax: _____ Email: _____

COMPANY'S ENDORSEMENT

SIGNATURE of Managing Director/
General Manager/Partner/Sole Proprietor*: _____

NAME (IN BLOCK LETTERS): _____

COMPANY STAMP: _____ DATE: _____

**This form must be signed and endorsed by any personnel who holds the appointment of Managing Director and above from your organisation. The appointed abovementioned name reflected on this form should be the signatory for the registration of this programme. Please delete where not applicable.*

NOTE :

*A seat will be reserved upon registration via fax. Please send in the original registration form together with the cheque payment to SNEF **before the commencement of the workshop**. Cheque should be made payable to "SNEF". For payment, please indicate the course title and name of participant behind the cheque and mail it to 19, Tanglin Road, Tanglin Shopping Centre, #10-01/07, Singapore 247909. Please note that there will be no refund for last minute cancellations but a replacement will be accepted. If a cancellation notice is received less than 7 working days, a 25% administration fee will be charged. If a cancellation notice is received less than 3 working days, full fee will be charged. Full fee will also be imposed if participant did not achieve 100% attendance.*