

## Focus Group Session for SMEs

**Date:** Please refer to individual topic schedule **Time:** 2.00pm – 5.00pm

*(Registration starts 10mins before the time mentioned)*

**Venue:** Level 22, Meeting Room 3, Keppel Towers (10 Hoe Chiang Rd)

**Fee:** SMEs pay only **\$26.50/Per Topic** (inclusive of 7% GST)

Non-SMEs pay **\$53.50/Per Topic** (inclusive of 7% GST)

## SMEHR@SNEF

### Focus Group Sessions

This Focus Group Session (FGS) Series is designed to address the needs of Singapore-based Small and Medium-sized enterprises (SMEs) in the areas of Singapore employment legislation & practices, and related human resource management (HRM) issues.

Each session will comprise two (2) parts – an introductory presentation by the Session Leader on the subject matter. This will be followed by a discussion with the Session participants.

Class size will be limited to a **maximum of 10 persons** so that participants have ample opportunity to raise any questions and/or related issues.

Please bring your confirmation letter for the Focus Group Session.

Please mark with an “X” beside the topic(s) and date(s) you are interested in:

Topic(s) to be register	Date	
<b>Topic 1:</b> Employee Benefits: Why & what companies need to provide? [ ] <ul style="list-style-type: none"> <li>• Role of employee benefits</li> <li>• Mandatory &amp; non-mandatory employee benefits</li> <li>• Cost of employee benefits</li> </ul> <b>Session Leader:</b> Mr. Kee Chia Choon, Director, smehr@snef & Dy Director, IR Consulting, SNEF	4 May 09 [ ]	8 Jun 09 [ ]
<b>Topic 2:</b> Managing work hours within the legal framework [ ] <ul style="list-style-type: none"> <li>• Hours of work for non-shift workers</li> <li>• Hours of work for shift workers</li> <li>• Seeking exemption from Commissioner for greater flexibility</li> </ul> <b>Session Leader:</b> Mr. Toh Hong Seng, Senior Consultant, SNEF	8 May 09 [ ]	19 Jun 09 [ ]
<b>Topic 3:</b> Elements of a Simple Employment Contract [ ] <ul style="list-style-type: none"> <li>• Parties to the contract – the relationship</li> <li>• Format, structure &amp; language</li> <li>• The statutory items – what must be granted</li> <li>• The non-statutory items &amp; closure</li> </ul> <b>Session Leader:</b> Ms Linda Ang, Senior Consultant, SNEF	11 May 09 [ ]	3 Jul 09 [ ]
<b>Topic 4:</b> Amendments to Employment Act [ ] <ul style="list-style-type: none"> <li>• Revising Employment Act coverage</li> <li>• Updating the salary ceiling</li> <li>• Salary threshold for workmen</li> <li>• Qualifying period for paid sick leave entitlement</li> </ul> <b>Session Leader:</b> Ms Ang Kuan Kuan, Director, IR Consulting, SNEF	15 May 09 [ ] 25 May 09 [ ]	12 Jun 09 [ ] 29 Jun 09 [ ]
<b>Topic 5:</b> Do's and Don'ts with Employee Engagement [ ] <ul style="list-style-type: none"> <li>• What does engagement/disengagement look like</li> <li>• Are most of your employees engaged/disengaged</li> <li>• Who manages or should manage employee engagement</li> <li>• How to improve and sustain employee engagement</li> </ul> <b>Session Leader:</b> Ms Ang Poh Inn, Senior Consultant, SNEF	18 May 09 [ ]	22 Jun 09 [ ]

<p><b>Topic 6:</b> Monthly Variable Component – How to start one in your company? [ ]</p> <ul style="list-style-type: none"> <li>• Need for more wage flexibility</li> <li>• Key principles of MVC scheme</li> <li>• How to operationalise the scheme for your company</li> </ul> <p><b>Session Leader:</b> Mr. Kee Chia Choon, Director, smehr@snef &amp; Dy Director, IR Consulting, SNEF</p>	22 May 09 [ ]	26 Jun 09 [ ]
<p><b>Topic 7:</b> Contract of Service OR Contract for Service – any difference [ ]</p> <ul style="list-style-type: none"> <li>• What is contract OF service</li> <li>• What is contract FOR service</li> <li>• Right of hire &amp; Fire</li> <li>• Right of control</li> </ul> <p><b>Session Leader:</b> Ms Linda Ang, Senior Consultant, SNEF</p>	29 May 09 [ ]	
<p><b>Topic 8:</b> Do's and Don'ts with Manpower Statistics [ ]</p> <ul style="list-style-type: none"> <li>• Occupational wage data e.g. mean vs median wage</li> <li>• Wage change data e.g. basic vs total wages</li> <li>• Inflation data e.g. labour productivity vs real wages</li> <li>• Headcount data e.g. full-time equivalent, labour turnover</li> </ul> <p><b>Session Leader:</b> Ms Ang Poh Inn, Senior Consultant, SNEF</p>	1 Jun 09 [ ]	6 Jul 09 [ ]
<p><b>Topic9:</b> Individual Employee Performance [ ]</p> <ul style="list-style-type: none"> <li>• Understanding what employee's motivation is</li> <li>• Is monetary reward the only prime mover?</li> <li>• Ways to enhance individual performance beyond pay</li> </ul> <p><b>Session Leader:</b> Mr. Toh Hong Seng, Senior Consultant, SNEF</p>	5 Jun 09 [ ]	10 Jul 09 [ ]
<p><b>Topic 10:</b> Dealing with poor/Weak work Performance employees [ ]</p> <ul style="list-style-type: none"> <li>• Poor/weak work performance – any difference</li> <li>• Problem of aptitude or attitude – any difference</li> <li>• Soft options available to employer</li> <li>• Preparing for the hard options</li> </ul> <p><b>Session Leader:</b> Ms Linda Ang, Senior Consultant, SNEF</p>	15 Jun 09 [ ]	

<p align="center"><b>REGISTRATION FORM - Attn: smehr@snef</b>  <b>Fax the completed form to 6827 6800 / 6802</b></p> <p>[ ] SMEs – \$26.50/Per Topic (incl 7%GST)    [ ] Non-SMEs – 53.50/Per Topic (incl 7%GST)  (*Please mark with an "X" for price applicable)</p> <p>Company: _____ Contact Person: _____  Tel: _____ Fax: _____ Email: _____  Address: _____ Employment size: _____</p> <p><b>Please register the following participant/s:</b></p> <p>1) Name (Mr/Ms): _____ Designation: _____  Email Add: _____</p> <p>2) Name (Mr/Ms): _____ Designation: _____  Email Add: _____</p>	<p><u>For Official Use:</u></p>
---	---------------------------------

**Administrative Details:**

1. Please email registration form to reserve a seat. **Registration is on a first-come, first-served basis.** Admission shall be allowed only upon presentation of confirmation from SNEF.
2. If you have registered and unable to attend the session(s), please inform SNEF **at least one day in writing** before the event, otherwise we will have to levy the full fee for your reservation. SNEF reserves the full right to cancel, refund or make adjustments to the event.
3. Please enclose cheque payable to "SNEF", indicating your contact details, organization and the event name in the reverse side of cheque. Mail the cheque to SNEF, 19 Tanglin Road, #10-01/07, Tanglin Shopping Centre, S(247909)
4. For more information, please contact us at 6324-1481/6221-2334. [smehr@snef.org.sg](mailto:smehr@snef.org.sg).