

COURSE OBJECTIVES

Initiate action for continuous improvement.

- Lead and motivate team to explore innovative opportunities to improve workplace or business performance.
- Promote skills for self-direction and sustained effort.

Practise innovative and enterprising behaviours.

- Lead and inspire team to innovate.
- Foster innovative and enterprise behaviours.

Identify, evaluate and manage risk in the workplace.

- Assess implications of risks assessment on team performance and success.
- Implement risk preventive and control strategies to support innovation and enterprise.

METHODOLOGY

This workshop comprises group discussions and presentation, role play, case study and games.

TARGET AUDIENCE

Staff in supervisory positions who have responsibility for groups of staff engaged in subsets of the organisation or business. It may also be useful to those in small businesses or the self-employed.

COURSE OUTLINE

- Importance of continuous improvements in the workplace or business
- Supervisory roles in preparing team to think and initiate for continuous improvement.
- Motivation concepts/techniques to encourage team to be more initiative
- Challenges in getting team to initiate actions
- Self-directed team and its advantages to the organisation
- Ways to promote teams to be self-directed and sustain effort for continuous improvement
- Sources for and techniques to encourage team members to explore innovative opportunities
- Basic principles and methods to unleash untapped innovation and creativity in the workplace
- Ideal behaviours and traits of innovative and enterprise teams/individuals
- Tools and techniques to increase team's ability to develop creative ideas for innovation
- Action steps to increase initiative and innovation among team members
- Foster and sustain innovation and enterprise behaviours
- Risk associated with new initiatives and periodic operations
- Implications of risk assessment of new initiatives on team performance and team success
- Methods to minimise the implications of risks on team performance and success
- Tools to assess and manage risks and uncertainties
- Communication plan process to monitor, manage and reduce risk
- Risks preventive and control strategies at team level

ADMINISTRATION DETAILS

Available Dates in 2010 :

■ 3-4 Jun ■ 23 & 24 Sep ■ 7 & 8 Dec

Time : 9am to 6pm (16 hours)
Course Venue : SNEF Training Institute

Fees below inclusive of 7% GST.

Fees : **\$208.65**

Amt after training grant : **\$ 33.15**

(90% of fees, capped at S\$11 or \$16* per training hour)

*Enhanced training grant for workers aged 40 years old & above and with 'A' level qualifications & below.

Please apply for training grant funding and absentee payroll funding via www.skillsconnect.gov.sg

Absentee Payroll (SPUR): 80% of hourly basic salary capped at \$10/hour. For workers aged 40 years old & above with 'A' level qualifications & below, 90% of hourly basic salary capped at \$10/hour.

In order to enjoy the funding, the participants need to fulfill the following 4 requirements:

1. Training is fully sponsored by companies, which are registered or incorporated in Singapore
2. Are employees who are either Singapore Citizens or Permanent Residents (PR) of Singapore
3. Attain at least 75% attendance
4. Undertake all assessments in the course

Participants will be issued a Statement of Attainment (SOA) upon successful completion and assessment of the training course.

You may call Kelly Choa at 6827 6929 or email Kelly_choa@snef.org.sg, for more information or assistance.

REGISTRATION: For registration, please download the registration form from our website:
www.sgemployers.com

**Training Hotline: 6827 6927 or e-mail at trg@snef.org.sg
Start enjoying the many benefits of being a SNEF member, call: 6827 6955 for more information**

A seat will be reserved upon registration via fax/email/online registration. Payment for the workshop is required to be made to SNEF before the commencement of the workshop. For payment, please indicate the course title and the participant name behind the cheque and send the cheque payable to Singapore National Employers Federation.

Confirmation will be faxed to participant 1 week before the commencement of the course. Please note that there will be no refunds for cancellations but replacement will be accepted. If cancellation received less than 7 working days, a 25% administration fee will be charged. If cancellation is made less than 3 working days, full fees will be charged. Full fees will be imposed if participant did not attend the workshop. SNEF reserves the Right to cancel, modify or postpone the course.