

LPM WSQ: Cultivate Workplace Relationships to Optimise Team Performance (LPM-RLT-401C-0)

Participants will be awarded the **Statement of Attainment for Cultivate Workplace Relationships and Diversity** upon successful completion of the course.

Course Objective

This course will address the skills and knowledge required by managers to optimize workplace performance by cultivating harmonious and productive relationships in the workplace. It covers enhancing workplace relationships, promoting diversity and managing conflict.

Target Audience

Managers

Course Outline

- ◆ **Enhancing Workplace Relationships**
 - ⇒ Identify relevant network members to build strong working relationships
 - ⇒ Produce mutually beneficial outcomes by acting on collaborative opportunities
 - ⇒ Exchange important relevant information among network members
- ◆ **Promoting Diversity**
 - ⇒ Establish, implement and monitor systems and processes to support diversified work teams
 - ⇒ Adapt interpersonal styles to engage effectively with a diversified workforce
- ◆ **Managing Conflict**
 - ⇒ Apply methods to effectively identify causes of conflict
 - ⇒ Resolve conflicts through balanced negotiation
 - ⇒ Evaluate effectiveness of conflict resolution strategies
 - ⇒ Prevent recurrence of similar conflicts

Methodology

Case Studies, Group Discussions, Activities, Short Lectures and Role Plays

Date	11 & 18 January 2019
Duration	2 days, 9am to 6pm (16 hours)
Course Venue	PMAS Academy Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

You may go to the following link: <http://bit.ly/2VbkesA> to register!

- 50% Course Fee Subsidy, cap at \$15/hr
- 90% Course Fee Subsidy, cap at \$50/hr for SMEs / Singaporean aged ≥ 40 yrs
- 95% WTS funding
- * Absentee payroll is applicable

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fee (include 7% GST)	\$481.50		
Training grant	\$225.00	\$405.00	\$427.50
Amount payable after training grant (inclusive 7% GST)	\$256.50	\$76.50	\$54.00

Absentee Payroll : 80% of hourly basic salary, capped at \$4.50 per hour

For SMEs, Enhanced absentee payroll funding available at 80% of hourly basic salary capped at \$7.50/hr

**SMEs are 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.*

Workfare Training Support Scheme:

Singapore Citizens aged ≥ 35 years & earning ≤ \$2,000/month are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

Funding Eligibility

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

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via www.skillsconnect.gov.sg to enjoy the funding