

**DEVELOP TEAM LEADERS THROUGH CAPABILITY  
DEVELOPMENT AND COACHING**  
*(Also known as Enable People)*

LPM – WSQ LEVEL 4  
Department Manager, Manager  
Duration: 2 days (16 hrs)

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**INTRODUCTION**

Strategy and implementation are two of the key components of organizational success. With good strategies, companies can have clarity in its effort towards achieving its objectives. However, organizational success is also very much dependent on effective implementation of action plans, derived from the strategies developed, by its employees. It is therefore essential for organization to develop its employees to perform at their best while adapting to volatile business environment.

This program is designed to equip leaders and managers within the organization with the skillsets to develop team leaders to perform effectively through identifying their team leaders' skills requirements, facilitating their learning opportunities and coaching them for performance.

**KEY COMPETENCIES**

The program focuses on three core competencies of leadership:

- Identify team leaders' skill requirements
- Facilitate learning opportunities of team leaders
- Coach team leaders

**TARGET AUDIENCE**

Department Manager, Manager

**WSQ PROFESSIONAL DIPLOMA IN LEADERSHIP AND PEOPLE MANAGEMENT**

Learners who are certified 'Competent' at the end of the course will receive a Statement of Attainment (SOA) under the WSQ LPM framework. There are six Competency Units (CUs) within Level 4 under the LPM framework, namely Develop Team Leaders through Capability Development and Coaching, Facilitate Innovation and Lead Team Leaders to Implement Change, Develop Self to Maintain Professional Competence at Managerial Level, Cultivate Workplace Relationships and Diversity, Lead Team Leaders to Develop Business Strategies and Governance Management, and Monitor and Reward Performance Across Teams to Manage Achievement of Results. Learners will be able to attain the **WSQ Professional Diploma in Leadership and People Management** once they have attained the SOAs for all six CUs above and SOAs for two elective CUs (WSQ Levels 3-5).

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**COURSE OUTLINE**

- **Organisational Strategies & Business Plan**
  - What is people development?
  - Why is people development important?
  - Roles and trends in people development
  - Emerging trends in people development
  - Industry codes of practice in people development
  - Organisational policies and procedures relating to capability development
  - Legal and ethical considerations in capability development
  
- **Current Skills Vs Required Skills**
  - What is competency?
  - What is a competency gap?
  - Five dimensions of competency
  - Training Needs Analysis (TNA)
  - BPLL Model in Training Needs Analysis
  - SPL Model in Training Needs Analysis
  - McGhee and Thayer’s Three Level Analysis
  - Methods to identify skills requirements
  - Trends in Training Needs Analysis
  - Emerging trends in talent management
  - The 5 levels of proficiency
  
- **Conducting A Discussion**
  - The PIES questioning technique
  - The process of active listening
  - Establish possible learning priorities
  - Critical success factors
  - Planning to conduct discussion
  - The ISA approach to conducting discussion
  - GROW model of coaching
  - ADDIE instructional design
  - Impact of coaching on individuals
  
- **Review Coaching Outcomes Against Coaching Goals**
  - Monitor progress
  - Discussion guide
  - Review outcomes

**TRAINING METHODOLOGY**

The program will include presentation, E-Learning, role plays and various learning activities to achieve optimal learning results.

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**COURSE FEES & FUNDING DETAILS**

Full Course Fee : \$650.00

\* All course fees are subject to prevailing GST based on full course fee

Funding Categories	(A) Course Fee after Subsidy	(B) Absentee Payroll	(C) Absentee Payroll (WTS)	(A-B) Nett Investment
Small Medium Enterprise (SMEs)	\$65.00	\$120.00	95% of hourly basic salary	-\$55.00
Non-SMEs	\$410.00	\$72.00		\$338.00
Singaporeans aged 40 & above working in Non-SMEs	\$65.00	\$72.00		-\$7.00
Self-Sponsored Singaporeans aged 40 & above	\$65.00	NA	NA	\$65.00
Self-Sponsored Singaporeans aged below 40 and PRs	\$410.00	NA	NA	\$410.00
WTS	\$32.50	NA	NA	\$32.50
Foreigners	\$650.00	NA	NA	\$650.00

**CONTACT US**

Please feel free to contact us should you have any enquiries on the funding:  
[enquiries@odctraining.com.sg](mailto:enquiries@odctraining.com.sg)