

**WSQ EMPLOYABILITY SKILLS
DEVELOP PERSONAL EFFECTIVENESS
AT OPERATIONS LEVEL (LEVEL 1)**

(This course is conducted in partnership with Eagle Infotech Consultants)

COURSE OUTLINES

- Set personal goals and align them to team goals
- Identify one's role and responsibilities and their contribution towards the achievement of team goals
- Identify personal strengths and weaknesses, list the strategies to overcome weaknesses and describe how personal strengths can contribute towards the achievement of team goals
- Plan and complete personal tasks to meet team goals
- Recognise symptoms of and deal with stress to maintain work effectiveness
- Identify work-life balance programs to maintain personal work-life balance
- Identify one's existing financial position using appropriate tools and describe how to manage such a situation

COURSE OBJECTIVES

At the end of the programme, participants will be able to:

Apply knowledge and life skills such as establishing personal goals and relating them to team goals, managing time effectively, maintain work-life balance, managing stress as well as personal finances to be effective at the workplace

LEARNING METHODOLOGY

Hands-on exercises, group discussions & presentation, case studies, facilitation & sharing.

DURATION

2 days (16 hours)

TARGET PARTICIPANTS

A person with no supervisory responsibilities for others and who work under direction to perform a specific set of work activities. S/He exhibits personal mastery to stay resilient and adaptive in trying times while keeping relevant and aligned with organisational goals.

BUSINESS FUTURE

C O N S U L T I N G

ASSESSMENT

Participants are required to undertake assessments which may take the form of:

- Learning journal
- Role-play
- Oral question

Participants who fulfill all requirements will receive a Statement of Attainment (SOA) issued by the Singapore Workforce Development Agency (WDA).

Enquiries on Course Fee Subsidy and Absentee Payroll Funding, please contact us at

Tel : 6749 98298 Email : enquiries@businessfuture.com.sg