

**WSQ EMPLOYABILITY SKILLS
DEVELOP PERSONAL EFFECTIVENESS
AT SUPERVISORY LEVEL (LEVEL 3)**

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

COURSE OUTLINES

- Analyse personal goals and align them to departmental goals
- Examine personal role and responsibilities and their contribution to departmental success
- Examine personal strengths and weaknesses, apply strategies to overcome weaknesses and use personal strengths to contribute towards the achievement of department goals
- Plan, organise and execute personal work activities to achieve departmental goals
- Identify causes of stress that affect self and team and apply stress management techniques to deal with them
- Support the implementation of work-life balance programmes to achieve organisational effectiveness
- Establish one's existing financial position using appropriate tools and explain how to manage such a position

COURSE OBJECTIVES

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

- Apply knowledge and life skills such as establishing personal goals and analysing them to relate to roles and responsibilities in the achievement of departmental goals
- Managing time effectively
- Maintaining work-life balance
- Managing stress and personal finances to be effective at the workplace as a team leader or supervisor

LEARNING METHODOLOGY

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

DURATION

2 days (16 hours)

TARGET PARTICIPANTS

This programme is targeted at front-line workers, staff in supervising roles or individuals in professional/talent positions with supervisory responsibilities and the self-employed who have to:

- Take responsibility for specific workplace resources usually related to an organisational sub-set of functions
- Exhibit personal mastery to stay resilient and adaptive in trying times while keeping relevant and aligned with organisational goals.

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 9828 Email : enquiries@businessfuture.com.sg