



Collaboration  
&  
Diversity

## ORGANISATIONAL RELATIONSHIP BUILDING (LEVEL 3)

Course Reference Number :TGS-2019503874 | Classroom & asynchronous e-learning | Valid from 27/2/2020 - 19/6/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to provide the participants with the skillsets to build effective networks and build team relationships to support organisational and team priorities. Through practical examples and role play, the participants will be equipped with the essential skillsets to develop team cohesiveness, as well as managing workplace diversity and be able to manage workplace conflict.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Participate in networks
- Develop team cohesiveness
- Resolve conflict within the team

### TARGET AUDIENCE

Supervisor, Assistant Manager, Team Leader, Leaders whom wanted to better manage team development and team conflicts

## COURSE OUTLINE

### SEEK INPUTS FROM TEAM MEMBERS TO CULTIVATE SHARING OF INFORMATION

- High Level Strategies & Business Plans
- Divisional & Department KPIs
- Individual KPIs
- Strategies and Business Plans Change
- Workplace Relations and Work Performance
- Relationships between Staff and Supervisors
- Communicating Expectations
- Collaboration in the Workplace
- How to Improve Workplace Collaboration
- Sharing Responsibilities for Decisions and Actions
- Facilitate to Encourage Participation
- 4-Step Facilitation Methods
- What to do when Facilitating
- Using Facilitation Methods in Meetings



### ENCOURAGE PARTICIPATION IN TEAM ACTIVITIES

- What is a Team
- Roles of Team Members and Team Leaders
- Stage 5: Termination/Ending/Adjournment
- Purpose of Team Building
- Communication Techniques and Channels
- Networking to Build Rapport
- How do We Network Effectively

### MAINTAIN RESPECT FOR ONE ANOTHER TO PROMOTE WORKPLACE DIVERSITY AND INCLUSIVENESS

- Diversity and Inclusion
- Challenges in Managing a Diverse Team
- Why Diversity is Important in Organisations
- Promote Diversity and Inclusion
- Importance of Respect and Morals in the Workplace
- How to Show Respect in the Workplace

### COURSE FEES & FUNDING DETAILS

Full Course Fee :\$550.00 (GST :\$49.50)

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

From 1st Jan 2022, Absentee Payroll will be adjusted to provide \$4.50 per trainee-hour, capped at \$100,000 per year

Type	Category of Individual		
	Singapore Citizens and Singapore Permanent Residents	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fees	\$550.00	\$550.00	\$550.00
SkillsFuture Funding	\$275.00	\$385.00	\$385.00
Total Nett Fees	\$275.00	\$165.00	\$165.00
GST (9% x \$550)	\$49.50	\$49.50	\$49.50
Total Fees Payable	\$324.50	\$214.50	\$214.50

Organisational Development Concepts Pte Ltd (UEN 201026450Z)

A regional corporate training provider and RTP for Skillsfuture Singapore courses

Contact : 6289 9166 / 6749 9828 | Email : [enquiries@odctraining.com.sg](mailto:enquiries@odctraining.com.sg) | Website : [www.odctraining.com.sg](http://www.odctraining.com.sg)