



**Fortitude
&
Stewardship**

PERSONAL EFFECTIVENESS (LEVEL 5)

Course Reference Number : TGS-2019504786 |

Valid from 5/2/2020 - 4/2/2026

INTRODUCTION

This 2-day (16 hour) programme is designed to support managers, senior management to demonstrate emotional intelligence in the workplace while using opportunities for reflection on one's work performance and leadership style, and to display effective communication techniques and behaviours that demonstrate the organisation's values and ethics. Designed to be experiential and practical, the course has multiple case studies that aims to share experiences and insights to facilitate peer learning and to shape mindsets to equip learners to be effective leaders.

KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Collaborating with Stakeholders in Development of Strategic Priorities and Communication Plan
- Communicate with Stakeholders Effectively in Promoting Organisation
- Develop Awareness of Self to Maintain Integrity and Alignment of Ethics and Values

TARGET AUDIENCE

Senior managers and heads of department with people and organisation development related roles and responsibilities.

WSQ Level 5 - Senior Management Level

COURSE OUTLINE

COLLABORATING WITH STAKEHOLDERS IN DEVELOPMENT OF STRATEGIC PRIORITIES AND COMMUNICATION PLAN

- Trends and factors of strategic planning
- Relationship between the mission and objectives of organisation and strategic planning
- Consulting with stakeholders for mission and objectives of organisation
- Involving management team for aligning organisation strategies to business goals
- Compliance with corporate governance and social responsibility requirements
- Reviewing systems and processes for compliance management

COMMUNICATE WITH STAKEHOLDERS EFFECTIVELY IN PROMOTING ORGANISATION

- Obtaining support and buy-in from stakeholders
- Engaging employees to guide implementation of organisation plan
- Influencing stakeholders for business goals achievement and role modelling of leadership and behaviours

DEVELOP AWARENESS OF SELF TO MAINTAIN INTEGRITY AND ALIGNMENT OF ETHICS AND VALUES

- Issues and trends that may affect decision-making
- Methods of maintaining integrity in decision making
- Aligning personal ethics and values with the organisation's for leadership style development
- Factors to consider when identifying professional development opportunities for self



**Uplift.
Inspire.
Encourage.
Challenge**

COURSE FEES & FUNDING DETAILS

Full Course Fee : \$959.20 (Inclusive of GST \$79.20)

From 1st Jan 2022, Absentee Payroll will be adjusted to \$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	\$880.00	\$880.00	\$880.00
SkillsFuture Funding	\$440.00	\$616.00	\$616.00
Total Nett Fees	\$440.00	\$264.00	\$264.00
GST (9% x \$880)	\$79.20	\$79.20	\$79.20
Total Fees Payable	\$519.20	\$343.20	\$343.20

Funding Requirements

- Learner must achieve at least 75% attendance
- Learner must successfully attain a 'Competent' (C) grading for the final assessment result

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