



*ODC*  
Building Connections,  
Bridging Perspectives

# **WSQ COURSES**

SKILLSFUTURE FUNDED COURSES



# Boost Your Team's Capabilities With An Award-Winning, Regional Corporate Training Provider

## REGIONALLY TRUSTED

Trusted by global MNCs, ODC deploys localised trainer networks across 14 cities for turnkey training implementation.

## BASED IN SINGAPORE

From the lion city of Asia, ODC designs and develops training materials based on sound adult learning principles.

## REGISTERED TRAINING PROVIDER

A registered training provider (RTP) with Skillsfuture Singapore. Our methodologies is now made available through funded WSQ courses in areas of leadership, communications and problem identification skills.

## About ODC

ODC is an award winning, regional corporate training provider based in Singapore. Specialising in corporate training, management skills training and leadership development. ODC provides face to face and online training across 14 different cities in Asia Pacific. In Singapore, ODC is also a Registered Training Provider with Skillsfuture Singapore since 2017.



## ODC WSQ PROGRAMMES

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# L5

FOR SENIOR MANAGEMENT /  
LEADERS MANAGING MANAGERS

- Vision Leadership (Level 5)
- Personal Effectiveness (Level 5)
- People Development (Level 5)



## Strategy & Direction

### VISION LEADERSHIP (LEVEL 5)

Course Reference Number :TGS-2019504787

Valid from 7/2/2020 to 6/2/2026

#### INTRODUCTION

The 2-day (16 hour) programme is designed to support managers and senior management to develop competency in their ability to demonstrate visionary leadership and to lead managers while working with business leaders. Designed to be experiential and practical, this course has multiple case studies that aims to share experiences and insights to facilitate peer learning. There will also be skills practices to equip participants to lead managers in developing organisational strategies and review corporate governance management to meet organisational needs.

#### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Plan for Organisation Excellence
- Engage Stakeholders for Support and Buy-in
- Evaluate Self for Continuous Improvement in Strategic Planning

#### TARGET AUDIENCE

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

## COURSE OUTLINE

### PLAN FOR ORGANISATION EXCELLENCE

- Ways of working with and collaborating with stakeholders
- Relating organisational strategies with the development and implementation of business plans and processes
- Implications and impact of organisational communication processes
- Approaches to influence stakeholders for obtain support and buy-in

### ENGAGE STAKEHOLDERS FOR SUPPORT AND BUY-IN

- Importance of complying with organisation policies and procedures
- Demonstrating organisation's values and ethics through communication

### EVALUATE SELF FOR CONTINUOUS IMPROVEMENT IN STRATEGIC PLANNING

- Reflecting on strengths and areas for improvement
- Platforms for further development to optimize performance



## 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

**Organisational Development Concepts Pte Ltd (UEN 2010264502)**

A regional corporate training provider and ATO 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)





## 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

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Talent  
Development  
&  
Process

## PEOPLE DEVELOPMENT (LEVEL 5)

Course Reference Number :TGS-2019504785

Valid from 3/2/2020 - 2/2/2026

### INTRODUCTION

This 2-day (16 hour) programme is designed to provide practical insights, know-how and skills to empower managers and senior management in building and developing their organisation' capability. Through case studies, skills practice and discussion, the participants will be equipped with new perspectives and skillsets to develop a robust and structured people development plan that will include the review of their current talent capability, develop high potential employees to meet organisational requirements, and how to engage and support line managers in their capability development.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Assess talent pool to place high potential employees in critical organisation position
- Lead managers in planning and developing of capabilities for performance
- Review talent capability development process

### TARGET AUDIENCE

Managers, heads of department and senior management with talent management and organisation development related roles and responsibilities.

## COURSE OUTLINE

### ASSESS TALENT POOL TO PLACE HIGH POTENTIAL EMPLOYEES IN CRITICAL ORGANISATION POSITION

- About Talent Management
- Talent management strategies and the development and implementation of business plans and processes
- Organisation policies and processes in accordance to codes of practice and legal and ethical considerations
- Critical positions in the organisation and vacancy risks
- Ways of assessing capabilities and capacities of talent pool
- Categorising high potential employees for placement in critical positions

### LEAD MANAGERS IN PLANNING FOR AND DEVELOPING OF CAPABILITIES FOR PERFORMANCE

- Development and career plans for high potentials
- Working with managers to build competencies for performance improvement
- Giving autonomy to managers in taking responsibilities for personal development
- Promoting employee engagement by working through managers
- Approaches in mentoring high potentials for progression and development

### REVIEW TALENT CAPABILITY DEVELOPMENT PROCESS

- Importance of reviewing effectiveness of organisational talent capability development processes
- Ways of reviewing effectiveness for areas for improvement



### 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

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#### Funding Requirements

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- Learner must successfully attain a 'Competent' (C) grading for the final assessment result

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# L4

FOR PEOPLE LEADERS, MANAGERS

- Vision Leadership (Level 4)
- Personal Effectiveness (Level 4)
- People Development (Level 4)
- People Change Management (Level 4)
- People Performance Management (Level 4)





Strategy  
&  
Governance

## VISION LEADERSHIP (LEVEL 4)

Course Reference Number : TGS-2019503871 | Classroom & Asynchronous E-Learning | Valid from 21/1/2020 - 19/6/2025

### INTRODUCTION

This 2-day (16 hour) programme aims to equip the learners with the skillsets to lead managers in the development of business unit strategies, operational plans and corporate governance management to meet organisational needs. It includes providing direction and guidance to managers through regular engagement, modelling of leadership and expected behaviours.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Facilitate implementation of organisation strategies
- Promote compliance with corporate governance requirements
- Provide direction and guidance to team leaders

### TARGET AUDIENCE

Department Manager, Manager and High Potential Executive

## COURSE OUTLINE

### ALIGN WITH ORGANISATIONAL GOALS, CULTURE AND VALUE

- Corporate Guideposts
- Types of Organisational Plans
- Trends and Issues Affecting Organisation and Team

### DEVELOP BUSINESS UNIT STRATEGIES AND TEAM PLANS

- Develop Process for Business Strategies
- Situation Analysis
- SWOT
- BCG Matrix (Business Strategies)
- P.O.L.A.R. (Operational Plans)

### APPLY EMOTIONAL COMPETENCE TO PROVIDE GUIDANCE AND SUPPORT

- IQ versus EQ
- 4 Domains of Emotional Intelligence
- Applying Emotional Competence
- Engaging with Stakeholders
- Methods of Engaging Stakeholders

### DEVELOP AND MANAGE GOVERNANCE PROCESSES

- Corporate Governance
- Develop Governance Processes for Corporate Compliance Management
- My Role in Governance
- Implement Governance Processes
- Non-Compliance and Risks
- Being a Role Model
- Option for Self-Improvement

### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$708.50 (Inclusive of GST \$58.50)

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	\$650.00	\$650.00	\$650.00
SkillsFuture Funding	\$325.00	\$455.00	\$455.00
Total Nett Fees	\$325.00	\$195.00	\$195.00
GST (9% x \$650)	\$58.50	\$58.50	\$58.50
Total Fees Payable	\$383.50	\$253.50	\$253.50

#### Funding Requirements

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



**Uplift.  
Inspire.  
Encourage.  
Challenge**



Clarity  
&  
Influence

## PERSONAL EFFECTIVENESS (LEVEL 4)

Course Reference Number : TGS-2019503878 | Classroom & Asynchronous E-Learning | Valid from 27/1/2020 - 12/6/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to equip leaders and managers with the ability to communicate and influence decision making from a managerial perspective, taking in considerations and the expectations of the various stakeholders. This programme also provides managers with the context on how to continually develop their skills in the ever-changing workforce landscape.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Communicate effectively
- Influence decision-making
- Demonstrate commitment to self-development

### TARGET AUDIENCE

Department Manager, Manager and High Potential Executive



## COURSE OUTLINE

### MANAGE AND LEAD IN AN ORGANISATION

- Organisation: Vision, Mission, Values, Strategies, Plans & Processes
- Managers' Role in Organisations
- Leadership Styles
- Influence Team Leaders to Support Strategic Priorities

### COMMUNICATE FOR SUCCESS

- Communication in Organisations
- Legal and Ethical Considerations
- Organisational Policies and Procedures
- Implications and Impact of Communication Processes on Stakeholders
- Addressing Barriers to Communication
- The Myers-Briggs Type Indicator
- Communication Techniques and Behaviours



**Uplift.  
Inspire.  
Encourage.  
Challenge**

### MAKE BETTER DECISIONS

- Introduction to Decision-Making
- Challenges to Decision-Making
- Clarifying the Problem or the Opportunity
- Decision-Making in Organisations
- Rational & Non Rational Decision-Making Model
- Facilitate the Decision-Making Process
- Legal and Ethical Considerations in Decision-Making

### COURSE FEES & FUNDING DETAILS

Full Course Fee :\$741.20 (Inclusive of GST \$61.20)

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	\$680.00	\$680.00	\$680.00
SkillsFuture Funding	\$340.00	\$476.00	\$476.00
Total Nett Fees	\$340.00	\$204.00	\$204.00
GST (9% x \$680)	\$61.20	\$61.20	\$61.20
Total Fees Payable	\$401.20	\$265.20	\$265.20

#### 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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Capability  
Development  
&  
Coaching

## PEOPLE DEVELOPMENT (LEVEL 4)

Course Reference Number : TGS-2019503871 | Classroom & Asynchronous e-Learning | Valid from 27/1/2020 - 19/6/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to equip leaders and managers within the organisation 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 programme 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 and High Potential Executive

## COURSE OUTLINE

### UNDERSTAND THE BIG PICTURE

- People Development
- Impact of Strategies and Plans on Capability Requirements
- Training Needs Analysis
- Emerging Trends and Development

### IMPROVE COMPETENCIES

- Review Current Skills
- Establish Learning Priorities and Learning & Development Plans
- Identify Learning & Development Opportunities and Provide Resources and Support
- Coaching and Mentoring
- Implications and Impact of Coaching and Mentoring
- Review Coaching Outcomes
- Review Capability Development Approach
- Legal and Ethical Considerations
- Organisational Policies and Procedures
- Professional / Industry Codes of Practice and Standards



### TALENT MANAGEMENT

- Introduction to Talent Management
- Models, Methods and Tools for Identifying, Assessing and Managing Talents
- Professional / Industry Codes of Practice and Standards
- Line Manager Roles and Accountabilities

### COURSE FEES & FUNDING DETAILS

Full Course Fee :\$708.50 (Inclusive of GST \$58.50)

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	\$650.00	\$650.00	\$650.00
SkillsFuture Funding	\$325.00	\$455.00	\$455.00
Total Nett Fees	\$325.00	\$195.00	\$195.00
GST (9% x \$650)	\$58.50	\$58.50	\$58.50
Total Fees Payable	\$383.50	\$253.50	\$253.50

#### Funding Requirements

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





Innovation  
&  
Adaptability

## PEOPLE CHANGE MANAGEMENT (LEVEL 4)

Course Reference Number :TGS-2019503873 | Classroom & Asynchronous E-Learning | Valid from 27/1/2020 - 7/8/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to provide the participants with the skillsets to facilitate innovation at the workplace, manage implementation of change strategies and processes and monitor and evaluate impact of change on team leaders. Through practical examples and role play, the participants will be equipped with the essential skillsets and mindset to effectively facilitate innovation and lead team leaders to implement change.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Facilitate innovation at the workplace
- Manage the implementation of change strategies and processes
- Monitor and evaluate impact of change on team leaders

### TARGET AUDIENCE

Department Manager, Manager and High Potential Executive

## COURSE OUTLINE

### FRIGHT, FLIGHT , FIGHT or FREEZE

- The “VUCA” World
- How to manage VUCA
- Innovation
- Types of Innovation
- Legal and Ethical Considerations in Change Management
- Organisational Policies and Procedures in Change Management
- Professional or Industry Codes of Practice and Standards

### WORK WITH THE BIG PICTURE IN MIND

- Knowledge
- Tacit vs Explicit Knowledge
- Learning Organisation
- Creating a Learning Organisation
- Factors Driving change
- Behaviours and Systems Supporting/Limiting Effectiveness of Change
- Theories and Principles of Change Management
- Kotter’s 8-Step Change Management Model
- PROSCI’s Change Management Model
- Addressing Individual Needs of Team Leaders



### MANAGING CHANGE PROCESSES WITH CARE

- Tracking the Progress and Ensuring Success of Change Initiatives
- Qualitative and Quantitative Data
- Data Analysis Methods
- Making Use of the Results
- Positive and Negative Risks
- Learning from Change Initiatives
- Support Enterprising Behavior and Risk Taking

### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$708.50 (Inclusive of GST \$58.50)

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		
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Total Fees Payable	\$383.50	\$253.50	\$253.50

#### Funding Requirements

- Learner must achieve at least 75% attendance
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Performance  
&  
Coaching

## PEOPLE AND PERFORMANCE MANAGEMENT (LEVEL 4)

Course Reference Number : TGS-2019503877 | Classroom & Asynchronous e-learning | Valid from 27/1/2020 - 1/8/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to equip leaders and managers within the organisation with the skillsets to plan and measure performance. The programme will also look into the implementation of plans and how to manage performance. The programme will also look into the review and rewards for performance.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Set goals & develop team plans
- Implement plans & manage performance
- Review & reward performance

### TARGET AUDIENCE

Department Manager, Manager and High Potential Executive



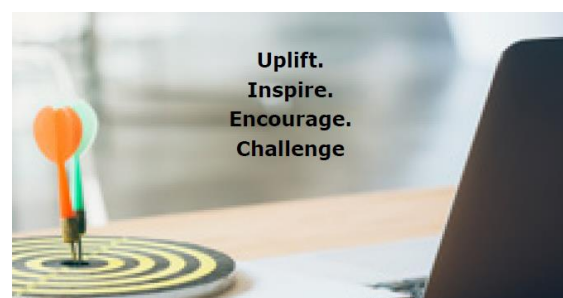
## COURSE OUTLINE

### SET GOALS & DEVELOP TEAM PLANS

- Introduction to Performance Management and Remuneration
- Setting S.M.A.R.T Goals
- Management By Objectives (MBO), Management By Wandering Around (MBWA)
- Developing Team Plans and RASCI
- Identifying, Requesting and Allocating Resources Required to Implement the Team Plans

### IMPLEMENT PLANS & MANAGE PERFORMANCE

- Performance Management Theories
  - > Expectancy Theory, McGregor's Theory X and Theory Y
  - > Frederick Herzberg's Hygiene and Motivational Factors Theory
- Leading a High-Performance Team
  - > Selecting The Right Team Mix
  - > Leadership and Focus
  - > Moving the Team Towards High Performance
  - > Monitoring Team Performance
  - > Managing Emotional States
  - > Methods To Improve Team Performance
- Managing Risks
  - > Manager's Role in Managing Risks
  - > Sources of Risks
  - > Assessing Risks



### REVIEW & REWARD PERFORMANCE

- Criteria of Successful Teams
- Data Sources to Review Performance
- Providing Feedback
- Common Pitfalls in Assessing Performance
- Professional or Industry Codes of Practice and Standards
- Legal and Ethical Considerations relating to Performance Management
- Market Trends and Developments in Relation to Remuneration and Performance Management
- Supporting Team Leaders
  - > Coaching (GROW Model), Mentoring, Instructing
- Termination
- Reward Team Performance

### COURSE FEES & FUNDING DETAILS

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# L3

**FOR SUPERVISORS, EXECUTIVES, TEAM LEADERS**

- **Vision Leadership (Level 3)**
- **Organisational Relationship Building (Level 3)**
- **Workplace Communication to Improve relationships and Resilience (Level 3)**
- **Problem Identification and Solutioning Techniques (Level 3)**



Strategy  
&  
Operations

## VISION LEADERSHIP (LEVEL 3)

Course Reference Number : TGS-2019503875  
Course Reference Number : TGS-2021004690

Face to Face  
Synchronous E-Learning

Valid from 27/1/2020 - 19/6/2025  
Valid from 7/5/2021 - 6/5/2025

### INTRODUCTION

This 2-day (16 hour) programme aims to equip the learners with the skillsets to lead team planning activities to develop operational plans so as to achieve team objectives. It also includes building team support and commitment towards the defined objectives and demonstrating leadership and organisation values through one's actions.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Conduct team planning activities
- Demonstrate organisational values
- Build support and commitment within the team

### TARGET AUDIENCE

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



## COURSE OUTLINE

### ALIGN WITH ORGANISATIONAL GOALS, CULTURE & VALUES

- The pyramid of plans
- Trends affecting organisation
- Issues affecting organisation and team
- Organisation *Vision, Mission and Values*
- Organisational Culture

### BUILD TEAM COMMITMENT AND SUPPORT

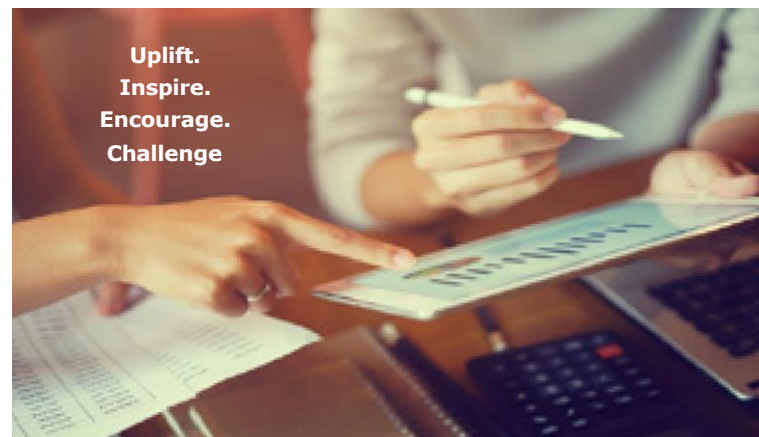
- Work team
- Communication techniques
- Communication channels

### CRAFT OPERATIONAL PLANS - THE P.O.L.A.R. FRAMEWORK

- Craft operational plans – The P.O.L.A.R framework
- Planning
- Organising
- Leading
- Analysing and review

### DEVELOP EMOTIONAL COMPETENCE

- IQ versus EQ
- Domains of Emotional Intelligence
- Organisational Governance Practices
- Options for self-improvement



## COURSE FEES & FUNDING DETAILS

Full Course Fee :\$599.50 (Inclusive of GST \$49.50)

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

#### Funding Requirements

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

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)





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 : \$599.50 (Inclusive of GST \$49.50)

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

#### Funding Requirements

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



**Trust  
&  
Communication**

## **WORKPLACE COMMUNICATION TO IMPROVE RELATIONSHIP & RESILIENCE (LEVEL 3)**

Course Reference Number :TGS-2021003430 | Synchronous E-Learning | Valid from 22/3/2021 - 21/3/2025

Course Reference Number :TGS-2021002747 | Face to Face Workshop | Valid from 22/2/2021 - 21/2/2025

### **INTRODUCTION**

Workplace communication in our times of rapid change need to do more than just delivering message clearly. It is also about building and developing trust, strengthening team relations and fostering resilience. This 2 day (16 hour) workshop, learners will gain insights, know how on how to communicate effectively as a leader that is increasingly important to drive adaptability and change.

### **KEY COMPETENCIES**

The programme focuses on the following competencies :

1. Establish target audience and communication channels in organisations
2. Comply with organisation & professional standards
3. Apply appropriate methods to promote effective communication in organisations

### **TARGET AUDIENCE**

Supervisor, Assistant Manager, Team Leader, Leaders whom wanted to enhance their workplace communications.

## KEY KNOWLEDGE AND SKILLSETS

### ESTABLISH TARGET AUDIENCE AND COMMUNICATION CHANNELS IN ORGANISATIONS

- Overview of Workplace communication
- Macro factors affecting Workplace Communication
- Organisational leadership style
- Organisational structure
- Organisational culture
- Channel of Workplace Communication
- Considerations for maintaining channels of communications

### COMPLY WITH ORGANISATIONAL & PROFESSIONAL STANDARDS

- Organisational and professional standards governing workplace communications
- Communication policies and procedures
- Channels of communication to update staff on latest organizational information
- Monitor staff compliance with organizational policies and procedures
- Methods to evaluate channel communications
- Consequences of non-compliance



### APPLY APPROPRIATE METHODS TO PROMOTE EFFECTIVE COMMUNICATION IN ORGANISATIONS

- Barriers to effective communication
- Techniques to promote effective communications amongst staff
- Promoting effective communication
- Benchmarks for effective communication

### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$490.50 (Inclusive of GST \$40.50)

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

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	\$450.00	\$450.00	\$450.00
SkillsFuture Funding	\$225.00	\$315.00	\$315.00
Total Nett Fees	\$225.00	\$135.00	\$135.00
GST (9% x \$450)	\$40.50	\$40.50	\$40.50
Total Fees Payable	\$265.50	\$175.50	\$175.50

#### 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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**Analysis  
&  
Solutioneering**

## **PROBLEM IDENTIFICATIONS AND SOLUTIONING TECHNIQUES – LEVEL 3**

Course Reference Number :TGS-2021006418 | Synchronous E-Learning | Valid from 8/7/2021 – 7/7/2025

Course Reference Number :TGS-2021002843 | Face to Face Workshop | Valid from 11/3/2021 – 10/3/2025

### **INTRODUCTION**

Problem Identifications and solutioning techniques (Level 3) is a course that aims to equip participants with the skillsets, frameworks to handle workplace problems and be able to accurately identify root cause of problem and be able to establish an evaluation criteria that helps in the developing and selecting and recommendation of possible solutions.

### **KEY COMPETENCIES**

The programme focuses on the following competencies:

1. Identify articulate exact problems clearly
2. Develop A Mental Model For The Problem-Solving Process
3. Analyse root causes & recommend solutions to resolve work issues

### **TARGET AUDIENCE**

Supervisor, Assistant Manager, Team Leader, Leaders who wanted to sharpen their methods of structured problem solving techniques.

## KEY KNOWLEDGE AND SKILLSETS

### IDENTIFY ARTICULATE EXACT PROBLEMS CLEARLY

- Where Might Symptoms of Problems Appear?
- Sources of Problems at the Workplace
- What's the Problem got to do with Me?
- Anticipate and Detect Problems at the Workplace

### DEVELOP A MENTAL MODEL FOR THE PROBLEM SOLVING PROCESS

- Types of Corrective Actions
- Develop Mental Model for Problem Solving
- Communicating the Problem
- Establish a Model - 7-Step Problem Solving Process
- 7-Step Process (Step 1) – Objective Reasoning
- 7-Step Process (Step 2) – Define Problem Statement

### ANALYSE ROOT CAUSES & RECOMMEND SOLUTIONS TO RESOLVE WORK ISSUES

- 7-Step Process (Step 3) – Process Questioning- 5 WHYS
- 7-Step Process (Step 3) – Ishikawa Fishbone Diagram
- 7-Step Process (Step 4) – Diverge - Generate Ideas– SCAMPER
- 7-Step Process (Step 4) – Diverge - Generate Ideas– Brainstorming
- 7-Step Process (Step 5) – Converge – Select & Evaluate Ideas & Impact
- 7-Step Process (Step 6) – Implementation Plan
- 7-Step Process (Step 7) – Evaluating Effectiveness of Solutions
- Sources of feedback
- Gathering Feedback
- Methods of Analysing Feedback



### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$490.50 (Inclusive of GST \$40.50)

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	\$450.00	\$450.00	\$450.00
SkillsFuture Funding	\$225.00	\$315.00	\$315.00
Total Nett Fees	\$225.00	\$135.00	\$135.00
GST (9% x \$450)	\$40.50	\$40.50	\$40.50
Total Fees Payable	\$265.50	\$175.50	\$175.50

#### Funding Requirements

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



**ODC**  
Building Connections,  
Bridging Perspectives

# L2

FOR INDIVIDUAL CONTRIBUTOR, FRONTLINE  
EMPLOYEES

- **Workplace Communication to Improve relationships and Resilience (Level 2)**
- **Problem Identification and Solutioning Techniques (Level 2)**





**Mutual Trust  
&  
Relationship**

## **WORKPLACE COMMUNICATION TO IMPROVE RELATIONSHIP & RESILIENCE (LEVEL 2)**

Course Reference Number:TGS-2021003209 | Synchronous E-Learning | Valid from 17/3/2021 - 16/3/2023

Course Reference Number:TGS-2021002644 | Face to Face Workshop | Valid from 1/3/2021 - 28/2/2025

### **INTRODUCTION**

Workplace communication is an important factor that can help improve employee motivation, build team relationships and enculturate positive and resilient team morale. This course is designed for individual contributors to be open to receive and interpret information objectively.

### **KEY COMPETENCIES**

The programme focuses on the following competencies :

1. Build mutual trust within the workplace with effective communication techniques
2. Maintain positive relationships at the workplace with effective communication

### **TARGET AUDIENCE**

Individual contributors who are interested to enhance their workplace communications.



## KEY KNOWLEDGE AND SKILLSETS

### KNOWLEDGE BUILDING

- 5Cs of effective communication
- The TRUST Equation
- Modes & tools of communication
- Cultural & social factors impacting communication
- Barriers to effective communications
- External information sources
- Internal information sources
- Types of workplace information
- Types of communication styles
- Organisational and professional standards relating to communication

### DEVELOPING SKILLS FOR APPLICATION

- Use tools and methods to interpret information received
- Comply with response requirements & formats
- Use appropriate communication techniques and tools to suit different communication styles within formal and informal settings
- Use effective communication techniques to create clear lines of communication within the workplace
- Communicate effectively with diverse audiences



### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$381.50 (Inclusive of GST \$31.50)

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	\$350.00	\$350.00	\$350.00
SkillsFuture Funding	\$175.00	\$245.00	\$245.00
Total Nett Fees	\$175.00	\$105.00	\$105.00
GST (9% x \$350)	\$31.50	\$31.50	\$31.50
Total Fees Payable	\$206.50	\$136.50	\$136.50

#### Funding Requirements

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



Techniques  
&  
Solutioneering

## PROBLEM IDENTIFICATIONS AND SOLUTIONING TECHNIQUES – LEVEL 2

Course Reference Number :TGS-2021005584 | Synchronous E-Learning | Valid from 10/6/2021–9/6/2023

Course Reference Number :TGS-2021004397 | Face to Face Workshop | Valid from 26/4/2021–25/4/2025

### INTRODUCTION

Problem identification process helps organisation reduce productivity lose and enhances workforce’s employability. This course provides employees with the right mindset and skillsets to play an active role in problem solving through the identifications of problems to be able to frame the approach of problem solving and help generate solutions that meet the solution criteria that is set out.

### KEY COMPETENCIES

The programme focuses on the following competencies:

1. Identify sources and impact of problems on job responsibilities
2. Frame the problem-solving approach
3. Generate & evaluate ideas

### TARGET AUDIENCE

Individual contributors who are interested to enhance their problem solving skills

## KEY KNOWLEDGE AND SKILLSETS

### IDENTIFY SOURCES AND IMPACT OF PROBLEMS ON JOB RESPONSIBILITIES

- Definition of terms
- The problem-solving process
- Symptoms and sources of problems
- Define the problem
- What is root cause analysis?
- How to identify impact of a problem on one's job responsibilities and other parties involved

### FRAME THE PROBLEM-SOLVING APPROACH

- Modes Of Communication During Problem-Solving
- Corrective Actions
- Reflective Mechanisms

### GENERATE & EVALUATE IDEAS

- Generate Alternative Solutions
- Three Modes of Thinking, Brainstorming
- Evaluating and Selecting Solutions
- Areas Of Impact From Implementation Of An Action Plan



### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$414.20 (inclusive of GST \$34.20)

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	\$380.00	\$380.00	\$380.00
SkillsFuture Funding	\$190.00	\$266.00	\$266.00
Total Nett Fees	\$190.00	\$114.00	\$114.00
GST (9% x \$380)	\$34.20	\$34.20	\$34.20
Total Fees Payable	\$224.20	\$148.20	\$148.20

#### Funding Requirements

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





# 2024 Calendar

**COURSE FEES INCLUSIVE OF GST**  
(fees based on 9% GST, amount may change due to changes in GST and government funding)

OPERATIONS LEVEL - LEVEL 2	Course Reference Number	Funding Period	Duration	Full Course Fees	Subsidised Fees (for S'poreans & PRs working in Non-SME)	Subsidised Fees (SME sponsored, or Singaporeans aged 40 years above)	DELIVERY MODE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>Workplace Communications to Improve Relationship &amp; Resilience – Level 2</b> (Classroom & Asynchronous E-learning)	TGS-2021002644	1 Mar 2021 to 28 Feb 2025	16 hours	\$381.50	\$206.50	\$136.50	Face to Face	18, 19		12, 13		28, 29		1, 2		12, 13		7, 8	
<b>Problem Identification and Solutioning Techniques – Level 2</b> (Classroom & Asynchronous E-learning)	TGS-2021004397	26 Apr 2021 to 25 Apr 2025	16 hours	\$414.20	\$224.20	\$148.20	Face to Face		1, 2		15, 16		24, 25		22, 23		7, 8		9, 10
EXECUTIVE / SUPERVISORY LEVEL - LEVEL 3	Course Reference Number	Funding Period	Duration	Full Course Fees	Subsidised Fees (for S'poreans & PRs working in Non-SME)	Subsidised Fees (SME sponsored, or Singaporeans aged 40 years above)	DELIVERY MODE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>Workplace Communications to Improve Relationship &amp; Resilience – Level 3</b> (Classroom & Asynchronous E-learning)	TGS-2021002747	22 Feb 2021 to 21 Feb 2025	16 hours	\$490.50	\$265.50	\$175.50	Face to Face		20, 21		4, 5		20, 21		5, 6		17, 18		5, 6
<b>Problem Identifications and Solutioning Techniques – Level 3</b> (Classroom & Asynchronous E-learning)	TGS-2021002843	11 Mar 2021 to 10 Mar 2025	16 hours	\$490.50	\$265.50	\$175.50	Face to Face	25, 26		7, 8		14, 15		18, 19		2, 3		11, 12	
<b>Organisational Relationship Building - Level 3</b> (Classroom & Asynchronous E-learning)	TGS-2019503874	27 Feb 2020 to 19 June 2025	16 hours	\$599.50	\$324.50	\$214.50	Face to Face		5, 6		17, 18		3, 4		15, 16		21, 22		16, 17
<b>Vision Leadership - Level 3</b> (Classroom & Asynchronous E-learning)	TGS-2019503875	27 Jan 2020 to 19 June 2025	16 hours	\$599.50	\$324.50	\$214.50	Face to Face			21, 22		7, 8		11, 12		9, 10		21, 22	
MANAGERIAL LEVEL - LEVEL 4	Course Reference Number	Funding Period	Duration	Full Course Fees	Subsidised Fees (for S'poreans & PRs working in Non-SME)	Subsidised Fees (SME sponsored, or Singaporeans aged 40 years above)	DELIVERY MODE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>People Change Management - Level 4</b> (Classroom & Asynchronous E-learning)	TGS-2019503873	27 Jan 2020 to 7 Aug 2025	16 hours	\$708.50	\$383.50	\$253.50	Face to Face			14, 15		20, 21		4, 5		23, 24		14, 15	
<b>People Development - Level 4</b> (Classroom & Asynchronous E-learning)	TGS-2019503871	27 Jan 2020 to 19 June 2025	16 hours	\$708.50	\$383.50	\$253.50	Face to Face		26, 27		25, 26		27, 28		26, 27		24, 25		12, 13
<b>Vision Leadership - Level 4</b> (Classroom & Asynchronous E-learning)	TGS-2019503876	27 Jan 2020 to 19 June 2025	16 hours	\$708.50	\$383.50	\$253.50	Face to Face			4, 5		16, 17		29, 30		19, 20		25, 26	
<b>People and Performance Management - Level 4</b> (Classroom & Asynchronous E-learning)	TGS-2019503877	27 Jan 2020 to 1 Aug 2025	16 hours	\$708.50	\$383.50	\$253.50	Face to Face	30, 31	22, 23		2, 3		10, 11		1, 2		14, 15		3, 4
<b>Personal Effectiveness - Level 4</b> (Synchronous e-Learning)	TGS-2019503878	27 Jan 2020 to 12 June 2025	16 hours	\$741.20	\$401.20	\$265.20	Face to Face			19, 20		9, 10		15, 16		5, 6		28, 29	
SENIOR MANAGEMENT LEVEL - LEVEL 5	Course Reference Number	Funding Period	Duration	Full Course Fees	Subsidised Fees (for S'poreans & PRs working in Non-SME)	Subsidised Fees (SME sponsored, or Singaporeans aged 40 years above)	DELIVERY MODE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
<b>People Development - Level 5</b> (Classroom)	TGS-2019504785	3 Feb 2020 to 2 Feb 2025	18 hours	\$959.20	\$519.20	\$343.20	Face to Face			25, 26			5, 6			26, 27			18, 19
<b>Vision Leadership - Level 5</b> (Classroom)	TGS-2019504787	7 Feb 2020 to 6 Feb 2025	18 hours	\$959.20	\$519.20	\$343.20	Face to Face		28, 29			30, 31			29, 30			18, 19	
<b>Personal Effectiveness - Level 5</b> (Classroom)	TGS-2019504786	5 Feb 2020 to 4 Feb 2025	18 hours	\$959.20	\$519.20	\$343.20	Face to Face				23, 24			8, 9			9, 10		

**COURSE FEES AND FUNDINGS**

- Revision of SSG Course fees fundings for both PMET and non PMET modules :
  - Self sponsor & Non-SME - Up to 50%
  - MCSE & SME - Up to 70% (adjusted from 90%)
- Revision to Absentee Payroll (AP) Funding
  - Hourly cap adjusted to \$4.50 per hour
  - \$100,000 cap on the maximum AP funding each enterprise can claim each calendar year
- With effect from 1st Jan 2023 - Discontinue Skillsfuture Qualification Award
- Last stop Full Qualifications (FQ) Issuance will cease on 31 December 2022

The above courses are offered by Organisational Development Concepts Pte Ltd (UEN 2010264502)  
ODC reserved the right to make changes to the dates.

For more information, please contact us at 62899166 or 62899196, or email us at enquiries@odctraining.com.sg. For more information of our courses, visit : <https://www.odctraining.com.sg/wsq-lpm-odc> For more information of our company, visit : <https://www.odctraining.com.sg>