



## Capability Development & Coaching

### PEOPLE DEVELOPMENT (LEVEL 4)

Course Reference Number : TGS-2019503871 | Classroom & Asynchronous | Valid from 27/1/2020 - 19/6/2027

#### 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



**Uplift.  
Inspire.  
Encourage.  
Challenge**

### 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