



**Capability
Development
&
Coaching**

PEOPLE DEVELOPMENT (LEVEL 4)

Course Reference Number : TGS-2019503871 | Synchronous E-Learning | Valid from 27/1/2020 - 19/6/2023

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

ORGANISATIONAL STRATEGIES AND BUSINESS PLAN

- What is people development and why is it important?
- Roles and trends in people development
- Emerging trends in people development
- Industry codes of practice in people development
- Organisational policies and procedures relating to capability development
- Legal and ethical considerations in capability development

CURRENT SKILLS VS REQUIRED SKILLS

- What is competency and competency gap?
- Five dimensions of competency
- Training Needs Analysis (TNA)
- BPLL and SPL Model in Training Needs Analysis
- McGhee and Thayer's Three Level Analysis
- Trends in Training Needs Analysis
- Emerging trends in talent management
- The 5 levels of proficiency

CONDUCTING A DISCUSSION

- The PIES questioning technique
- The process of active listening
- Establish possible learning priorities
- Critical success factors
- The ISA approach to conducting discussion
- GROW model of coaching
- ADDIE instructional design
- Impact of coaching on individuals

REVIEWING COACHING OUTCOMES AGAINST COACHING GOALS

- Monitor progress and discussion guide
- Review coaching outcomes

COURSE FEES & FUNDING DETAILS

Full Course Fee : \$650.00 (GST \$45.50)

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

From 1st July 2021, Absentee Payroll will be adjusted to provide 80% of hourly salary capped \$7.50 per trainee-hour

Funding Categories	(A) Course Fee after Subsidy	(B) Adjusted Absentee Payroll	(C) Nett Cost for GST Coy	(D) Nett Cost for Non-GST Coy
Small Medium Enterprise (SMEs)	\$110.50	\$120.00	-\$55.00	-\$9.50
Non-SMEs	\$455.50	\$120.00	\$290.00	\$335.50
S'pore Citizen aged 40 & above, Long Term Visit Pass Plus Holder, working in Non-SMEs	\$110.50	\$120.00	-\$55.00	-\$9.50
Self-Sponsored Singaporeans aged 40 & above, Long Term Visit Pass Plus Holder,	\$110.50	NA	NA	NA
Self-Sponsored Singaporeans aged below 40 & PRs	\$455.50	NA	NA	NA
Foreigners	\$695.50	NA	\$650.00	\$695.50



**Uplift.
Inspire.
Encourage.
Challenge**