



**Fortitude
&
Stewardship**

PERSONAL EFFECTIVENESS (LEVEL 5)

Course Reference Number : TGS-2019504786 | Synchronous E-Learning | Valid from 5/2/2020 - 4/2/2024

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.

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



COURSE FEES & FUNDING DETAILS

Full Course Fee : \$880.00 (GST \$61.60)

** 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)	\$149.60	\$120.00	-\$32.00	\$29.60
Non-SMEs	\$701.60	\$120.00	\$520.00	\$581.60
S'pore Citizen aged 40 & above, Long Term Visit Pass Plus Holder, working in Non-SMEs	\$149.60	\$120.00	-\$32.00	\$29.60
Self-Sponsored Singaporeans aged 40 & above, Long Term Visit Pass Plus Holder,	\$149.60	NA	NA	NA
Self-Sponsored Singaporeans aged below 40 & PRs	\$701.60	NA	NA	NA
Foreigners	\$941.60	NA	\$880.00	\$941.60

Organisational Development Concepts Pte Ltd (UEN 201026450Z)

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Contact : 6289 9166 / 6749 9828 | Email : enquiries@odctraining.com.sg | Website : www.odctraining.com.sg