

8 Competencies of a Highly Effective Worker Series ®

Power Team Building (TEAM)
SDF Funding

Learn how to work as a team to achieve goals, solve workplace problems and develop stronger bonds among colleagues. Learn proven principles of effective teamwork, team communications, conflict management and strategies to leverage each other's strengths.

Problem Solving & Decision Making (PSDM) * SDF Funding

Operations Level:

Learn both creative and logical processes to solving work place problems and how to make better timely day to day decisions. Learn the identification of root causes to a problem, creating and evaluating solutions, how to make decisions and take responsibility for it.

Personal Effectiveness (PE)
*** SDF Funding**

Operations Level:

Learn the art and skills of personal mastery in order to live a balanced life with efficiency and efficacy. The course focuses on self-knowledge, self-mastery in the area of Time Mgt, Personal Productivity strategies, Financial Mgt for personal success.

Communication & Relationship Management (CRM) * SDF Funding

Operations Level:

Learn the skills to carry out effective communication, conflict mgt, rapport and relationship building among colleagues and customers. Learn the art of personal branding through effective holistic communication, image, voice, communications & non-verbal language.

Learning & Personal Development (LPD)
*** SDF Funding**

Operations Level:

Learn and inculcate a success mindset cum learning framework that will keep you fresh, relevant and useful in the work place. The focus is to enhance your earning power and relevance in the face of fast changing times.

Initiative & Enterprise (IE)

*** SDF Funding**

Operations Level:

Learn how to take initiative and be enterprising within your area of work responsibility. You will learn essential life skills to be a proactive person, with a creative can-do mindset that helps you work better.

5 S Techniques (5 S)
SDF Funding

Acquire the skills and knowledge in practising 5S techniques in the work place. SEIRI - Clear unnecessary items • SEITON - Organise work in orderly manner • SEISO - Clean work area • SEIKESTU - work area cleanliness • SHITSUKE - self-discipline in work area.

Apply Quality Systems (Apply QS)
SDF Funding

Acquire the skills and knowledge in practising quality systems at work. Plan daily work to meet quality system requirements • Carry out daily work to meet quality system requirements • Maintain work quality • Improve work quality.

SDF Funding Available (TEAM, 5 S, Apply QS)

Above course is entitled SDF Funding \$7 per trainee hour (trainee aged below 40 years old), or \$11 per trainee hour (trainee aged 40 years and above) (eligibility criteria apply).

* SDF Funding Available (PSDM, PE, CRM, LPD & IE)

Above courses are entitled SDF Funding \$11 per trainee hour (trainee aged below 40 years old), or \$16 per trainee hour (trainee aged 40 years and above) (eligibility criteria apply).

SRP Funding Available for the above courses.



We also help companies to deliver customised programmes to meet their training goals.

We Specialize in: WSQ Employability Skills System (ESS) • In-Company Training & Consultancy

For enquiries or registration, please contact us at **(65)-67495698**, or email : admin@spqp.com

