

PERSONAL EFFECTIVENESS

(TGS-2019504474)

WHO SHOULD ATTEND

Team Leaders, supervisors or managers from various sectors

COURSE OBJECTIVES

At the end of this program, learners will be able to

1. communicate effectively,
2. influence decision making and
3. demonstrate commitment to self-development

COURSE CONTENT

1. **Communicate Effective** (covering types of communication styles, legal and ethical considerations, organisational policies and procedures, addressing barriers to communication, using appropriate communication style & verbal & non-verbal cues and seeking feedback)
2. **Influence Decision Making** (covering facilitating decision-making process, increasing success rate & reducing risk, legal & ethical considerations, implication & impact of decision-making process and statistical analysis)
3. **Demonstrate Commitment to Self-Development** (covering maintain communication & engagement to identify new & emerging areas of professional practice, legal & ethical considerations and organisational policies & procedures)

NETT COURSE FEE (AFTER SSG GRANT)

Company (SME) Sponsored: S\$43.20

Self Sponsored Individual 40 years old and above: S\$43.20

Self Sponsored Individual below 40 years old: S\$160

TO REGISTER

Contact us at 62995036 or email us at enquiry@birmingham.edu.sg

ENTRY REQUIREMENT

Participants should be able to speak, listen and read English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 5

TYPE OF COURSE

Modular WSQ Course

COURSE DURATION

16 Hours / Full-time

MEDIUM OF INSTRUCTION

Medium: English

Student Teacher Ratio: 1 : 20

ASSESSMENT

Written assessment

CERTIFICATE

Participants who have successfully demonstrated competence in all the knowledge and skills requirements in this programme will be awarded with a Statement of Attainment (SOA) by SkillsFuture Singapore (SSG)

COURSE FEE (BEFORE FUNDING)

S\$432.00

BENEFIT

- Absentee Payroll Funding up to 95% of hourly basic salary for company sponsored.