

**LM
LEADERSHIP
DEVELOPMENT**

CUSTOMISED TRAINING

(Employment and Employability)

Examples of customised training are listed below.

1. Job Redesign for Worker
2. Productivity in a Digitalised Workplace
3. Supporting Individual Learning through Coaching & Mentoring
4. Understanding Job Analysis, Evaluation & Grading for Workers' Progression

OTCi will exercise full flexibility for customised runs; in terms of venue, duration and mode of delivery. All fees are accurate as of 8 January 2024.

All course duration listed is 1-day, unless otherwise stated.

For unions that do not have enough participants to form their own customised class, please contact us at otcinstitute@ntuc.org.sg and we will help to aggregate participants from other unions to form a class.

1. JOB REDESIGN FOR WORKER

Job redesign is the review and reorganization of job responsibilities, to improve employee productivity and satisfaction. An effective job redesign effort can be simple and cost effective and can involve reviewing job tasks and responsibilities, improving workplace ergonomics, and increasing flexibility of work. This programme aims to equip participants with knowledge and skills of applying the job redesign process in their organisations.

This programme will cover the following:

- Job redesign: definition and concept
- Understand how job redesign can increase productivity
- Steps in a job redesign process
- Understand how to perform a job task analysis
- Know the various support schemes available for companies and employees

Fees after subsidy: \$68.00 per participant



2. PRODUCTIVITY IN A DIGITALISED WORKPLACE

Organisations often complained that they were unable to optimise benefits from their productivity improvements despite best efforts. This could be due to possible reasons such as weak employee support, uncoordinated efforts or adopting a piecemeal approach to improvement.

Organisations can achieve better results through an integrated approach towards productivity improvements. This programme aims to equip participants to understand and apply productivity improvement initiatives which are beneficial to their organisations and also to achieve optimal outcomes for the organisations and employees.

This programme will cover the following:

- Total reward management system
- Challenges in implementing a fair reward management system
- Setting appropriate and measurable outcomes to justify rewards
- Designing, implementing and evaluating a reward management system

Fees after subsidy: \$68.00 per participant

3. SUPPORTING INDIVIDUAL LEARNING THROUGH COACHING & MENTORING

Coaching and mentoring are two popular approaches that aim to help individuals to grow, develop, and achieve their full potential in a work environment. There are important differences which need to be understood before you decide whether one or both methods would be useful. This programme aims to equip participants to develop the knowledge and skills required to be able to provide basic coaching and mentoring to support themselves, as well as being able to support managers and team members.

This programme will cover the following:

- Nature, purpose and practice of coaching and mentoring
- Application of coaching and mentoring models and techniques to support individual learning
- Role plays in coaching and mentoring activities

Fees after subsidy: \$62.00 per participant



4. UNDERSTANDING JOB ANALYSIS, EVALUATION & GRADING FOR WORKERS' PROGRESSION

Job analysis helps organisations better understand the tasks that need to be performed by each job and the requirements that must be met by each worker in order to do the job satisfactorily. It also helps organizations better understand the skills that are required for each job and the training that is needed to teach those skills to new employees to do the job. This Programme aims to equip participants with the knowledge to analyse and develop job profiles, and how to integrate it with a grading system for performance management.

This programme will cover the following:

- Establishing a framework for job analysis to understand job roles and accountabilities
- Developing job descriptions and job profiles
- Linking job analysis to evaluation and grading structures
- Achieving progression through meaningful grading structure

Fees after subsidy: \$68.00 per participant