

Building Executive Resource – for Newly Hired SME Executives (Day 1 & Day 2) Enabling the Development of Executive Talent – for Supervisor and Newly Hired SME Executives (Day 3)

Course Overview

This course is designed to help Professionals, Managers, Executives and Technicians (“PMETs”) to reskill and take on new job roles in Small and Medium-sized Enterprises (“SMEs”), while supporting SMEs to recruit and train the right talent for their organisations.

In addition, the Programme also helps PMETs to acclimatise to an SME work environment and acquire necessary foundational skills in various business functional areas. The course will cover the following areas:

Day 1

PMET will learn key skills to help them to acclimatize to SME working environment

- Manage expectations
- Mindset development
- Communication tools
- Managing resources
- Multi-tasking skills
- Understanding and managing different personality types

Day 2

PMET will acquire foundation skills, which are useful for SME executives

Foundation skills in

- Human Resource
- Finance
- Admin & Operations
- Sales & Marketing

Day 3

A joint session for PMETs and SME supervisors to facilitate interaction and sharing so that both parties are aligned in work expectations

- SME supervisors will jointly scope and set key performance areas with Job Design and predetermined Job tasks to meet key deliverables
- Hold open HRD-related discussions on expectations regarding supervisory style, mentoring and communication, for alignment of expectations

Target Audience: Newly-hired PMETs

Methodology: Mix of interactive discussions, class participation and contribution/exchange of cross-industry practices to gain wider perspective of the topics.

Please refer to SNEF website for available dates

Duration: 9am to 5pm (3 days)

Course Venue : ONLINE via ZOOM

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**CCP for SME Executives**'

Important Note

The 2 workshops, fully funded by WSG, will have no fees imposed. However, full attendance (100%) is required to be eligible for grant claim under the application of CCP for SME Executives.

Eligibility Criteria for SMEs:

- ✚ Companies registered or incorporated in Singapore
- ✚ Employment size (at group level) of not more than 200; OR Annual sales turnover (at group level) of not more than S\$100 million
- ✚ At least 30% local shareholding being held by Singapore Citizen or Permanent Resident
- ✚ Must be able to offer full time employment with a fixed monthly salary of at least \$2,700 and of at least 12-month employment contract duration
- ✚ Must put in place structured OJT for the candidate
- ✚ Commit to CCP training arrangements for the trainees
- ✚ Be committed to work with WSG or its appointed programme partners on the necessary admin matters related to the programme

Eligibility Criteria for PMETs:

- ✚ Be a Singapore Citizen or Permanent who is keen to pursue a full – time career in an SME with a fixed monthly salary of at least S\$2,700 (excluding variable components)
- ✚ Have graduated or completed National Service at least 2 years prior at the point of application
- ✚ New job role trained for under the CCP should be substantially different from previous job role: or
- ✚ Has held a similar role previously but was from a non-SME prior to joining the company
- ✚ Must not be connected to the CCP participating company
- ✚ Not a Shareholder of CCP company or its related companies
- ✚ Not related to the owners of the CCP company, and
- ✚ Immediate ex-staff of the CCP company or related entities

Course Enquiries:

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