

TOPICS COVERED FOR PMETS:

New skills PMET will learn:

Mindset development	Communication tools
Managing resources	Multi-tasking skills
Manage expectations	Problem-solving
Workplace ethics	Adapting to a multi-generation workforce

Foundation skills that are useful for SME Executives:

Human Resource	Sales & Marketing
Admin & Operations	Finance
Leadership & Management	

Objectives of 3-day workshop:

Day 1

PMET hires will learn techniques to help them acclimatise to an SME working environment

Day 2

PMET hires will learn foundational skills in various key business functional areas necessary to operate effectively in an SME environment

Day 3

Joint session between PMETs and their SME supervisors to facilitate interaction and alignment of work expectations, including job descriptions, tasks, and expected deliverables

WSG's funding* for SMEs:

Standard Rate

Up to 70% of monthly salary for the duration of the programme (capped at \$4,000 per month)

Enhanced Rate

Up to 90% of monthly salary for the duration of the programme (capped at \$6,000 per month)

For Singapore Citizen (SC) trainees who are unemployed and actively seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP

**Salary support will start when the OJT commences and will only be disbursed after the training and workshop are successfully completed.*



Career Conversion Programme for SME Executives

**New Possibilities
with Reskilled Talents**

Build your SME with Mid-career PMETs

For more info and application, contact us at:



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Administered by:

SNEF

Supported by:

wsg Workforce Singapore

INTRODUCTION

Small Medium Enterprises (SMEs) form **99%** of enterprises in Singapore and play an integral role in our economy. SMEs currently employ **seven out of ten workers** and **contribute to half** of Singapore's Gross Domestic Product. As we adapt to the new normal, **the right talent is key** to support and sustain the business growth of SMEs.

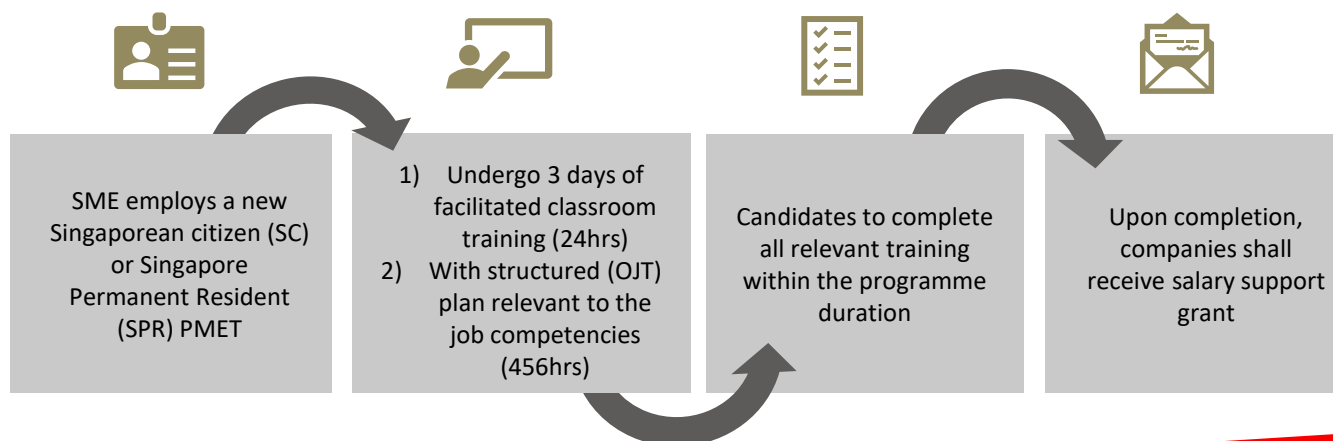
The **CCP for SME Executives** is a programme to **reskill Professionals, Managers, Executives and Technicians (PMETs)** to take on new job roles in SMEs and help them **acclimatise** to an SME working environment.



It includes a **3-day workshop** and a **3-month structured On-the-Job Training (OJT)** to help PMETs and SMEs start off on the right foot.

The Singapore National Employers Federation (SNEF) has been appointed by the Workforce Singapore (WSG) as a Programme Partner to administer this CCP for SME Executives. This programme ends on 31 December 2023.

PROGRAMME CONCEPT



WHO CAN APPLY FOR CCP?

Eligible SMEs* must have new PMET hire(s) not exceeding 3-month of employment duration. The new hire(s) must receive a fixed monthly salary of at least \$2,700 and meet ONE of the conditions below.

■ A **new job role trained** under the CCP should be substantially different from the previous job role

■ He/she has held a **similar role previously** but was **from a non-SME** before joining the company

**SMEs are*

- 1) Companies registered or incorporated in Singapore
- 2) Employment size (at group level) of not more than 200; OR Annual sales turnover (at group level) of not more than S\$100 million
- 3) At least 30% local shareholding being held by Singapore Citizen or Permanent Resident

BENEFITS



Leverage on **industry-recognised training**



Assist PMETs to **acquire new skills** to transit into the SMEs



Receive salary support grant for PMETs



Interactive discussions, class participation, exchange of cross-industry practices to gain wider perspective of the topics

ELIGIBILITY CRITERIA

SMEs and PMETs must meet the following criteria.

EMPLOYERS

- SME company is registered or incorporated in Singapore.
- Offer a full-time PMET employment, with a minimum fixed monthly salary of least \$2,700, and a 12-month employment contract or permanent position.
- Must have the knowledge and capacity to provide structured OJT for the candidates.
- Commit to CCP training arrangements for the trainees.
- Commit to work with WSG and SNEF on the administrative matters relating to the programme.

PMETs

- A Singapore Citizen (SC) or Permanent Resident (PR) aged 21 years and above keen on pursuing a full-time career in an SME.
- Have graduated or completed NS, whichever is later, at least 2 years at the point of application.
- Must be a newly hired PMET (i.e., not more than 3 months from date of employment) and nominated by an eligible company.
- New role in SME is substantially different from previous job role or have held a similar role previously but was from non-SMEs prior to joining the company.
- Must not be a shareholder/related to the owner(s)/immediate ex-staff of the participating company, or its related companies.