

Work in a Team (TGS-2019503250)

Course Duration	Training	Course Fee	Subsidy & Nett Fees	Mode of Training
2 day	15 Hours	Full Fee: \$320	Please refer to page 2	Classroom
Certification	Successful trainees will receive a Statement of Attainment (SOA) issued by SSG			
Pre-requisites	<ul style="list-style-type: none"> • Knowledge of organizational/workplace goals, processes, and procedures • Knowledge of various communication channels use to carry out their duties 			
Entry Requirement	<ul style="list-style-type: none"> • Primary Education without PSLE/PSPE certificate or their equivalent • Read, listen and speak English to a proficiency level equivalent to the Employability Skills System (ESS) Literacy Level 3 • Demonstrate Numeracy skills to a proficiency level equivalent to Employability Skills System (ESS) Numeracy Level 3 			
Course Objective	Participant will learn how to establish good working relationships with team members. Learn how to listen and contribute on ideas and skills using the right communication technique and also to demonstrate trust, respect and support towards team members to achieve the team goals. They will also learn area of training in collaboration and resolve issues together. Managing conflicts and encouraging positive interactions at the workplace.			
Course Outline	<p>Section 1 – Team Alignment</p> <ul style="list-style-type: none"> ✓ Define and align team goals with departmental & organizational goals. <p>Section 2 – Team Roles</p> <ul style="list-style-type: none"> ✓ Define own and individual roles within the team and work within the team and organisation dynamics. <p>Section 3 – Team Challenge</p> <ul style="list-style-type: none"> ✓ To demonstrate responsibility and commitment for work done and to the achievement of individual and team goals. ✓ Able to identify potential areas of conflict with team members and methods to overcome them, taking into consideration diversity issues. <p>Section 4 – Team Communication</p> <ul style="list-style-type: none"> ✓ Listen to and contribute ideas and skills using appropriate communication techniques to achieve team goals. ✓ Maintain open communication with team members by sharing information and discussing work-related issues as to achieve individual and tem goals to meet organisation requirement. <p>Section 5 – Team Improvement</p> <ul style="list-style-type: none"> ✓ Able to recommend improvements to established policies and procedures in a proactive manner. <p>Section 6 – Team Trust</p> <ul style="list-style-type: none"> ✓ Demonstrate trust, respect and support towards team member in daily activities. <p>Section 7 – Team Performance</p> <ul style="list-style-type: none"> ✓ Able to Identify and resolve issues and concerns through collaborative activities with supervisor assigned. <p>Section 8 – Team Review and Feedback</p> <ul style="list-style-type: none"> ✓ Learn to accept and provide feedback, advice and assistance in a consideration and constructive manner to accomplish task. 			

Effective From: 30/04/2024



Subsidy

Work In a Team TGS-2019503250			
Category of Individuals			
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$320.00	\$320.00	\$320.00
SkillsFuture Funding	\$160.00	\$224.00	\$224.00
Total Nett Fee	\$160.00	\$96.00	\$96.00
GST (9% x \$320)	\$28.80	\$28.80	\$28.80
Total Fee Payable to Genetic Computer School	\$188.80	\$124.80	\$124.80
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 15 Jul 2019 – 13 Apr 2025

Please refer to the below link for the Refund Table for SkillsFuture Courses:

<https://www.genetic.edu.sg/refund-for-skillsfuture-courses/>

Participant need to pass the test to get subsidy

SSG Advice:

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 years old (Please call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>

Reminder to all learners:-

Bring a sweater as it might be cold

Bring stationeries – highlighter, pens

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