

## **COURSE DURATION**

8 hours

## **COURSE SYNOPSIS**

This course equips Human Resource (HR) professionals and managers with the knowledge and practical guidance to implement Flexi-Work Arrangements (FWAs) in their organizations, in compliance with Singaporean labour laws and best practices.

## **COURSE OBJECTIVES**

By the end of this course, learners will be able to:

- Explain the different types of FWAs and their benefits for organizations and employees.
- Identify the relevant Singaporean labour laws and regulations governing FWAs.
- Develop and implement a compliant and effective FWA policy within their organization.
- Address challenges and ensure the successful implementation of FWAs in the long term.

## **TARGET AUDIENCE**

Human Resource (HR) professionals and managers, and business owners.

## **ASSUMED SKILLS**

- Learners must be able to read, write, speak and listen to English at secondary school level.
- Learner should have at least 1 year's working experience in any industry.
- Learners must be able to operate a personal computer, use keyboard and mouse.

## **TRAINING METHODOLOGIES**

Presentation, group discussion, case study and hands-on activities.

## COURSE CONTENT

### **Learning Unit 1: Introduction to Flexi-Work Arrangements (FWAs)**

- Identify the legal framework(s) for FlexiWork Arrangement
- Definition and types of FWAs in Singapore
- Objectives of FWAs for organizations and employees

### **Learning Unit 2: Developing a FWA Policy**

- Identify and Prepare Supporting Information to Develop HR Policies
- Draft and Review HR policies

### **Learning Unit 3: Implementing and Managing Good Practice of FWAs**

- Considerations for different employee groups
- Communication and continuous improvement of FWA policies