

COURSE DURATION

16 hrs

COURSE OVERVIEW

With automation and digitalisation driving changes in an exponential manner and an environment affected by the pandemic, tremendous changes have and are taking place in the way we live, work and conduct business, learn and collaborate with others. Organisations and individuals who are able to adapt to the “new normal”, transform and pivot themselves into new business models will survive and even thrive. Those who fail to do so will eventually face loss of employment and for organisations, face discontinuity and extinction.

Adapt for Success at the Workplace, without doubt, is an essential skill for our workforce and their organizations. However, for many people, change is uncomfortable. The hardest part of change, according to psychologists, is not embracing the new innovation; it is giving up the old. Studies have found that organizational changes such as restructuring or new leadership can lead to employees being overly stressed and have less trust in their employers. The inability to adapt well to the changes around give rise to increased anxiety, poor productivity and disrupted performances. Even more severe stress can result from losing a job or having to change jobs, negatively impacting individuals’ state of health.

COURSE OBJECTIVES

On completion of the course, learners will be able to:

- Access available sources of information to identify the local and global trends and sources of change and interpret the information to establish the impact on one’s job role and employability
- Establish requirements for change and stages of change to sustain current and future employability in the new and emerging economy
- Develop an action plan to facilitate learning of knowledge and skills to enhance productivity and effectiveness in a diverse workplace
- Apply strategies of coaching to motivate and encourage learning of new skills and overcome resistance to change

TARGET AUDIENCE (OPERATIONAL)

This course is suitable for working adults from all sectors who are involve in the daily operations of the company.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should preferably have at least 1 year's working experience in any industry, however new hires without prior working experience can also attend this course

TRAINING METHODOLOGIES

Lectures and discussion, videos and activities designed to bring out skills practice.

COURSE CONTENT**Learning Unit 1: Global Trends and Patterns**

- Identify global trends in the marketplace
- Identify recurring patterns in problems faced at work
- Impact of new requirements on your work

Learning Unit 2: Identify new expectations and demands

- What is your current KSA in your job
- What are the gaps in your new job
- How will these gaps be filled through your L&D plan

Learning Unit 3: Making adjustments to new demands

- Determine the training and development needs
- Acquire these KSA for to meet new demands

Learning Unit 4: Promote a Life-long learning attitude

- Ways to overcome inertia
- Responses to Change
- Action plan to close the loop