

COURSE DURATION

16 hours

COURSE SYNOPSIS

The inability to adapt to changes in the environment especially for yourself and your team 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 the team's state of health.

Hence it is critical that leaders in the organisation are equipped to lead their teams to adapt for successful team to drive greater productivity, higher efficiency and performance. This course will provide learners with the necessary competencies to do so.

COURSE OBJECTIVES

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

- Analyse information gathered from the news media to determine relevant trends and issues that would affect the team at the workplace
- Identify the competencies required in current job for self and the team at the workplace
- Analyse the impact of diversity on a team and facilitate team members to work within a diverse team based on strategies to promote diversity
- Identify and implement strategies to motivate and assist myself & team members to adapt to changes in new job requirement at the workplace

TARGET AUDIENCE (SUPERVISORY AND MANAGERIAL)

The audience is supervisory staff with leadership responsibilities, relevant for all sectors

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 have at least 1 year's working experience in any industry

INSTRUCTIONAL METHODS

- Lecture
- Group Discussion
- Role Plays
- Case study
- Activities

COURSE CONTENT**Learning Unit 1: Analyse Trends and Changes**

- Trends and Changes and how they impact the workplace
- Analyse information gathered from news media and how it impacts the organization
- Implication of global competitiveness on the team and self at the workplace

Learning Unit 2: Competencies For Sustained Employability

- Identify relevant opportunities and resources to address gaps and developmental needs
- Common challenges and difficulties in selecting the appropriate resources to meet developmental needs
- Recommend and facilitate the use of various resources for developmental needs
- Transferable skills and knowledge and its features

Learning Unit 3: Manage Team Diversity & Learning

- Analyse the impact of diversity
- Learning from the cultures of others and adapting to the strengths
- Promoting an inclusive and cultural- sensitive work environment to strengthen the team through diversity

Learning Unit 4: Learning For Productivity and Effectiveness

- Methods to identify your learning styles such as visual, auditory, hands-on, reading & writing
- Types of learning theories and how these theories can motivate yourself and your team
- Removing barriers of learning to enhance productivity and effectiveness