JAMES COOK INSTITUTE

Implement FlexiWork Arrangement

SOA: Human Resource Policies and Legislation Framework Management

Description
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.

Who is this Course For?
Human Resource (HR) professionals and managers, and business owners.

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

- Apply suitable Legal Framework(s) for Flexi-Work Arrangement (FWA).

- Construct objectives for the Flexi-Work Arrangement (FWA) that are aligned with organizational HR policies.

- Utilize research to incorporate Flexi-Work Arrangement (FWA) into HR policies.

- Develop Flexi-Work Arrangement (FWA) policy.

- Implement methods to communicate the Flexi-Work Arrangement Policy throughout the organization.

Course Duration
8 Hours

Course Reference No.
TGS-2024049137

Mode of Training
Classroom

Funding Validity
Till 18 Sep 2026

Full Fee $400
(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	$156
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	$236

Subsidies available: SFC, SFEC, UTAP & PSEA

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

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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