

# Implement FlexiWork Arrangement

## 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)
<b>SME OR SINGAPOREAN AGE 40 AND ABOVE</b>	<b>70%</b>	<b>\$156</b>
<b>NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR</b>	<b>50%</b>	<b>\$236</b>

Subsidies available: SFC, SFEC, UTAP & PSEA



# 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

