



Redesign Job at Workplace for Future Ready Workforce

Course Description

Overview: The way we live and work is rapidly changing. Technology and its advancements impact the way we work, interact with each other, and how we go about day-to-day life. All workers have experienced changes to their jobs. It could have been a new tool or software, or it could have been additional skillsets which they acquired knowingly or unknowingly.

This unique experiential workshop will address the competencies required of organization stakeholders to create and review job profiles as part of manpower planning activities. It uses job analysis process required for implementation. This experiential workshop also covers job documentation, with an emphasis on the components and format of effective job descriptions. Finally, to develop OJT Curriculum to support new job requirements.

Learning Outcomes

By the end of the course, participants will have acquired the following:

- Identify opportunities for and innovation in the workplace
- Identify ways to improve productivity without sacrificing well-being
- Support implementation and collaborate with relevant stakeholders on job redesign initiatives
- Gain insights into innovative ways of thinking and performing tasks at work

Duration: 14 Hrs (2 Days)

Workshop Dates:

Run 5: 5th & 6th Dec 2022

Run 6: 19th & 20th Dec 2022

Note: Special group enrollment schedule available (Flexible on dates and time)

Target Audience: Who Should Attend

Supervisors, Managers, HR Professionals and Business Owners from ALL job functions and industries who are empowered to implement changes or tasked to enhance organization effectiveness and improve business results.

Jobs that require people to be in one place, at a specific time, all the time, are becoming less common. In this experiential workshop, you will discover about ways how the workforce can keep up with these changes in the following 2 units of learning.

Unit 1: Apply Re-Design Jobs Process

- Components of Job Competencies
- Manpower trends
- Key purpose of Job Re-Design
- Common Approaches to Job Re-Design
- Job Analysis process
- Review Case Study Application 1
- Understand key components in Singapore Skills Framework

Unit 2: Craft Job Descriptions (JD)

- Components of Job Descriptions
- Craft Job Descriptions of the job before and after the job redesign process
- Common uses for Job Descriptions
- Review Case Study 2 Application 2
- Translate Jobs into Training Requirements
- Develop an OJT blueprint based on the new job requirements
- Overcoming challenges in Job Redesign at workplace

Course Fees (After Skills Funding)

- S\$570.00/pax (U.P. S\$1470.0/pax)

*Applicable for SC/SPR. Others will be charged full course fee of S\$1470.0

Venue: Lifelong Learning Institute
11 Eunos Road 8 Singapore 408601

Certificate of Achievements

Learners who completed the workshop will earn a Certificate of Competence from the Singapore Training & Development Association (STADA). Founded in 1972, The Singapore Training & Development Association (STADA) is the pioneering and longest-serving association of training professionals who are passionate to learn and grow together.

Link: <https://www.stada.org.sg>

TOMMY TAN has more than 20 years of extensive regional experience developing and managing HRD strategy and programs for sustainable performance improvements. Highly successful, entrepreneurial and innovative approach to major HR activities. His key areas of expertise covering selection systems, employee and leadership development, performance management, workplace development capability (Job Redesign) and employee learning and development.

Tommy specializes in designed & redesigned jobs and workplace learning, selection systems, talent development processes for leaders and individual contributors, and performance management practices for talent development and organizational effectiveness. He has designed and conducted thorough investigation and analysis of activities to determine critical factors that determine success in jobs from the executive level through individual contributor that involved interviews and focus group sessions. Included behaviors, skills, motivations, and personality characteristics individuals should have in order to be successful in a specific job.

Principal Consultant



MSc HRM (Dublin) Ireland, BBus HRM (La Trobe) Australia, GDip HRM (SHRI) Spore, Dip. Adm. Mgnt. (UK), Dip. Public Relations (UK), ACTA (Spore), AInstAM (UK), AMA (Prof.) USA, LLCC (UK), Certified Quality Manager (CQM Spore), Certified Facilitator (DDI, Spore), Certified Management Consultant (Spore), Certified OJT Consultant, Action Learning Coach (WIAL), Association for Talent Development (ATD) Facilitating Virtual Training Certificate, Design Virtual Training (Boston, USA) authorized by IACET: International Association for Continuing Education and Training. Micro-learning Online Certification (ATD, USA), SUE Masterclass Behavioral Design, Amsterdam BD Academy. The Emotional Cultural Deck Practitioner (ECD)

To Register and/or Enquiries

Mobile: +65-94375812

Email: dolphine.hee@gmail.com