

Employment Act and Its Practical Applications



Programme Synopsis

There were various amendments to the Employment Act in recent years. What were some of these key changes and how does a manager/supervisor manage his/her staff or workforce in practical ways and without contravening provisions of the Employment Act?

The workshop also touches on other key issues to be addressed in the employment contract; how do you handle disciplinary issues; termination or dismissal etc. You gain practical tips and insights from examples in interactive case studies and more.

Managers and supervisors are reminded to be both lawful and yet practical in their management of people and operations.

Programme Objectives

At the end of the workshop, learners will be able to:

- **Establish if employee can be offered higher starting pay in lieu of overtime claim.**
- **Determine if employer can dismiss employee who is frequently on sick leave.**
- **Know if employee can use annual leave to offset notice period.**
- **Ascertain if employee can use annual leave to offset notice period.**
- **Answer if foreign workers are entitled to all benefits under the Employment Act.**

Programme Outline

1. Background to the Employment Act
 2. Scope of Coverage
 3. Contract of Service or Contract for Service
 4. Termination of Contract
 5. Salary and Salary Deductions
 6. Public Holidays & Sick Leave
 7. Maternity Protection & Childcare Leave for Parents
 8. Transfer of Employer, Employee & Employment
 9. Amendments to the Employment Act
 10. Dismissal on Grounds of Misconduct
 11. Other/related Employment Law Changes w.e.f. 2017
 12. Leave Consumption/Leave Encashment/Notice Period
 13. Q&A Session
- Personal Clinic Session

Workshop Details

Date	: TBA
Duration/Time	: 7 hrs/9am to 5pm
Venue	: Hotel Grand Pacific
Course Fee	: \$350
Net Fee Payable	: \$381.50 (incl. GST \$31.50)

Fee includes handouts, lunch & teabreaks.

No refund for cancellation but a replacement will be accepted.

Enrol Now!

@ Website Registration	: www.ustage.com.sg
☎ Contact Hotline	: 6222 2461/6221 1241
✉ Email Enquiry	: trg@ustage.com.sg

Who Should Attend

HR practitioners who wish to have a quick refresher and understanding of key provisions of the Employment Act. Non-HR Managers/Executives who manage/supervise staff, particularly those staff who come within the ambit of the Employment Act or union.

Latest Changes to the Employment Act

The workshop will incorporate the latest changes in the Employment Act and it's likely effects on human Resource/Business Operations.

There are also operational implications from the coming changes to the Retirement & Re-employment ages as well as increase in CPF contributions, announced by the Prime Minister at the National Day Rally.

People Management - The Law & Beyond



Programme Synopsis

This workshop provides useful insights to key provisions of some other employment statutes, and tips (non-law aspects) on practical people management.

As well with the earlier workshop, this programme provides clear illustrations to show the need for managers and supervisors to be mindful of statutory provisions when managing people.

Industry experience will be used to share real anecdotes on good practices as well as pitfalls in various Human Resource & People Management practices and techniques.

Programme Objectives

At the end of the workshop, learners will have insights, understanding and hands-on useful tips on:

- **Relevant key Statutes applicable to all staff levels**
- **Relevant key Common Law applications at all staff levels**
- **People Motivation - why some employees are more passionate at work than others?**
- **Useful tips on People Management in relation to Performance Management and Appraisal, Handling Employee Grievances & Disciplinary Processes**

Programme Outline

Common Law and Statutory Provisions:

- Rights & Duties of Employers
- Rights & Duties of Employees
- Work Injury Compensation Act
- Trade Disputes & Criminal Law
- Temporary Provision Act
- Retirement & Re-Employment Act
- Protection from Harassment Act

Human Resource & People Management Guides (Beyond Law)

- Motivating the Individual
- Motivating the Workgroup & Teams
- Performance Management & Performance Appraisal
- Grievance Handling
- Disciplinary Process
- Exits: Resignation, Termination & Dismissal

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Who Should Attend

All Managers and Supervisors who are involved in the Human Resource and Line Operations functions.



KPI with Performance Management



Manage for Improvements

Programme Synopsis

Performance Management is a human resource management tool used to evaluate, document and discuss employees' past performance and in turn administer the appropriate rewards or punishment. Effective performance management adds value to your organization. It motivates your top employees to do even better and it tells under-performers exactly what is expected and how to improve. In this regard, Managers and Supervisors must be equipped with the necessary understanding and skills to facilitate and conduct a seamless and fruitful performance management review and goal setting exercise.

Programme Objectives

At the end of the workshop, participants will learn:

- **The framework and principles of Total Performance Management**
- **How to rate staff objectively and the importance of fairness and consistency**
- **Interpersonal skills needed to conduct face-to-face review meeting**
- **How to deal with underperformers and the use of Performance Improvement Plan (PIP)**
- **How to discuss and set SMART KPIs with employees for the next plan**

Programme Outline

The workshop content is as follows:

1. **Overview of Performance Management Process**
2. **The Different Stages of Performance Management**
3. **How to conduct a fruitful Performance Review Meeting**
4. **Performance Planning and Agreement**

Methodology

To anchor the learning and winning behaviour, the workshop incorporates:

- **Interactive lectures/group activities**
- **Applicable industry examples**
- **Role play**

Participant will practice face-to-face review meeting at the workshop

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Who Should Attend

Managers, Supervisors and those who need to conduct performance appraisal in the course of their work.

Testimonials

"All the practical, down to earth examples are precious to be shared. They help to translate from class room notes to real life experiences."

Terence Koh (IT Industry)

"Great course pitched at exactly the right level for us and presented in an interesting and engaging way. In addition, the excellent customer service provided was awesome! Thank you Team Universal Stage."

Thiagu Supramaniam (Construction Industry)

"Helps me to understand my own goals better and gives me a better vision of what I have to do to maintain or even achieve better results for my company."

Alvin Low (Food & Beverage Industry)

"The materials are prepared for us. It's great for the first time learners to know more on this. Information is provided & interesting on this course. Appreciate it."

Tay Hui Shan (Engineering Industry)

Writing Employment Contract, HR Policies & Procedures



Programme Synopsis

This one day workshop provides practical toolkit for Executives and Managers to write employment contract, HR policies and procedures that are more suited for today's business environment. Participants will learn by going through the process of understanding the difference between legal entitlements and privileges; deciding what should be covered/excluded in employment contract; and the steps in developing policies and procedures.

Programme Objectives

At the end of the workshop, learners will be able to:

- Understand contractual concepts and employer's legal liabilities.
- Identify the "must have" vs "nice to have" items in the employment contract.
- Understand the difference between policies and procedures.
- Identify the do's and don'ts of HR policies and procedures
- Develop the best way of drafting contract, HR policies and procedures.

Programme Outline

1. Different types of contracts
2. Difference between entitlements and benefits
3. What is the HR Policy?
4. What is HR Procedure?
5. Steps in developing contracts and HR Policies & procedures
6. Do's and don'ts of contracts and HR policies & procedures

Participants will receive sample Employment Contract, HR Policies and Procedures during the class to aid them to draft customised versions for their own companies.

Universal Stage Pte Ltd

60 Paya Lebar Road, Paya Lebar Square Tower 1
#06-05/06, Singapore 409051

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Who Should Attend

HR practitioners, Line Managers, Executives and Supervisors who have a shared responsibility in handling employee discipline and grievances.

Testimonials

"Plenty of good examples and practical real-life tips to help improve HR policies."

Joel Ooi (Eastport Maritime Pte Ltd)

"Good. Very informative and ROI is definitely achieved. Trainer imparts more than what the course stipulated."

Yvonne Koh (Recycle Point Pte Ltd)

"A very good recommendation for all HR practitioners on contracts & policies!"

Hew Tze Yee (SHRM College Pte Ltd)

"Material handouts given were informative and useful for me to use in my course of work."

Angeline Ann Teo-D'Silva (Arrowcrest Technologies Pte Ltd)

HR for Non-HR Personnel



Programme Synopsis

On completion of this one-day workshop, participants will gain greater insights and have a better understanding of the Human Resource functions in an organization. They will see how these functions when effectively delivered, facilitates departmental effectiveness, and culminates towards organizational performance and growth.

Programme Objectives

At the end of the workshop, participants should be able to:

- Understand and apply appropriate employment legislations when managing employment matters
- Understand and apply appropriate HR management tools to manage the performance and behaviour of employees
- Understand and apply appropriate rewards and recognition tools to improve productivity and retention and encourage employees to grow and accomplish more

Programme Outline

1. Legal Framework of Employment
2. Employment Discipline / Grievances
3. Termination / Dismissal
4. Performance Management
5. Rewards and Recognition
6. Employee Motivation

Participants will receive HR related knowledge to aid them in the performance in their daily job.

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Who Should Attend

Line Managers, Executives and Supervisors who have a shared responsibility in management of employees and entry-level HR professionals.

Testimonials

"Its an informative session for employee who needs to know HR best practices."

Edmond Tan (Cleaning Industry)

"Training provides a good, clear picture of HR Management, especially for a Non-HR Personnel. Legal frameworks shared are great eye-openers. Thank you."

Agnes Lim (Aircraft Industry)

"Kudos to the trainer! I attended all 3 of the HR courses & at first was worried that material would overlap, which will waste time/money. However, my "fears" were unfounded! All content was different & parts that overlap were pertinent points that helped me reinforce my previous learning. Use of videos were very good tools. Enjoyed tremendously & strongly recommend to all HR/Non HR staff/boss."

Melissa Yeow-Jong (IT Industry)