

WSQ LPM LEAD TEAM TO DEVELOP OPERATIONAL PLAN

(This programme is conducted in partnership with Organisational Development Concepts Pte Ltd)

INTRODUCTION

This 2-day programme aims to equip the learners with the skillsets to lead team planning activities to develop operational plans so as to achieve team objectives. It also includes building team support and commitment towards the defined objectives and demonstrating leadership and organisation values through one's actions.

KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Conduct team planning activities
- Demonstrate organizational values
- Build support and commitment within the team

TARGET AUDIENCE

Supervisor, Assistant Manager, Team Leader, Leaders whom wanted to better manage team development and team conflicts

WSQ ADVANCED CERTIFICATE IN TEAM LEADERSHIP

This module is forms part of WSQ Advance Certificate in Team Leadership. Learners who are certified 'Competent' at the end of the course will receive a Statement of Attainment (SOA) under the WSQ LPM framework. There are six Competency Units (CUs) within Level 3 under the LPM framework, namely Develop Self, Support Team, Build Team Relationships, Encourage People, Implement Change, and Support Achievement of Results. Learners will be able to attain the **WSQ Advanced Certificate in Team Leadership** once they have attained the SOAs for all six CUs above and SOAs for two elective CUs (WSQ Levels 2-4).

COURSE OUTLINE

- Align with Organisational Goals, Culture & Values
 - o The pyramid of plans
 - o Trends affecting organisation and team
 - o Issues affecting organisation and team
 - o Organisation objectives and culture
 - o Types of organizational culture

BUSINESS FUTURE CONSULTING

- Build Team Commitment and Support
 - o Work team o Communication techniques
 - o Communication channels

- Craft Operational Plans – The P.O.L.A.R framework
 - o Planning
 - o Organising
 - o Leading
 - o Analysing and review
 - o Evaluate progress and make adjustment

- Develop Emotional Competence
 - o IQ versus EQ
 - o Domains of Emotional Intelligence
 - o Options for self-improvement

TRAINING METHODOLOGY

The programme will include presentation, E-Learning, role plays and various learning activities to achieve optimal learning results.

COURSE FEES & FUNDING DETAILS

Full Course Fee : \$550.00
 Duration : 2 days (16 hours)
 (All course fees are subject to prevailing GST based on full course fee)

Funding Categories	(A) Course Fee after Subsidy	(B) Absentee Payroll	(A-B) Nett Investment
Small Medium Enterprise (SMEs)	\$55.00	\$120.00	-\$65.00
Non-SMEs	\$310.00	\$72.00	\$238.00
Singaporeans aged 40 & above working in Non-SMEs	\$55.00	\$72.00	-\$17.00
Self-Sponsored Singaporeans aged 40 & above	\$55.00	NA	\$55.00
Self-Sponsored Singaporeans aged below 40 and PRs	\$310.00	NA	\$310.00
Foreigners	\$550.00	NA	\$550.00

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