



Collaboration
&
Diversity

ORGANISATIONAL RELATIONSHIP BUILDING (LEVEL 3)

Course Reference Number :TGS-2019503874 | Classroom & asynchronous e-learning | Valid from 27/2/2020 - 19/6/2025

INTRODUCTION

This 2-day (16 hour) programme is designed to provide the participants with the skillsets to build effective networks and build team relationships to support organisational and team priorities. Through practical examples and role play, the participants will be equipped with the essential skillsets to develop team cohesiveness, as well as managing workplace diversity and be able to manage workplace conflict.

KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Participate in networks
- Develop team cohesiveness
- Resolve conflict within the team

TARGET AUDIENCE

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

COURSE OUTLINE

SEEK INPUTS FROM TEAM MEMBERS TO CULTIVATE SHARING OF INFORMATION

- High Level Strategies & Business Plans
- Divisional & Department KPIs
- Individual KPIs
- Strategies and Business Plans Change
- Workplace Relations and Work Performance
- Relationships between Staff and Supervisors
- Communicating Expectations
- Collaboration in the Workplace
- How to Improve Workplace Collaboration
- Sharing Responsibilities for Decisions and Actions
- Facilitate to Encourage Participation
- 4-Step Facilitation Methods
- What to do when Facilitating
- Using Facilitation Methods in Meetings



ENCOURAGE PARTICIPATION IN TEAM ACTIVITIES

- What is a Team
- Roles of Team Members and Team Leaders
- Stage 5: Termination/Ending/Adjournment
- Purpose of Team Building
- Communication Techniques and Channels
- Networking to Build Rapport
- How do We Network Effectively

MAINTAIN RESPECT FOR ONE ANOTHER TO PROMOTE WORKPLACE DIVERSITY AND INCLUSIVENESS

- Diversity and Inclusion
- Challenges in Managing a Diverse Team
- Why Diversity is Important in Organisations
- Promote Diversity and Inclusion
- Importance of Respect and Morals in the Workplace
- How to Show Respect in the Workplace

COURSE FEES & FUNDING DETAILS

Full Course Fee : \$599.50 (Inclusive of GST \$49.50)

From 1st Jan 2022, Absentee Payroll will be adjusted to provide \$4.50 per trainee-hour, capped at \$100,000 per year

Type	Category of Individual		
	Singapore Citizens and Singapore Permanent Residents	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fees	\$550.00	\$550.00	\$550.00
SkillsFuture Funding	\$275.00	\$385.00	\$385.00
Total Nett Fees	\$275.00	\$165.00	\$165.00
GST (9% x \$550)	\$49.50	\$49.50	\$49.50
Total Fees Payable	\$324.50	\$214.50	\$214.50

Funding Requirements

- Learner must achieve at least 75% attendance
- Learner must successfully attain a 'Competent' (C) grading for the final assessment result