

WorkPro Work-Life Grant

List of Approved Work-Life Grant Trainers providing work-life training services under the WorkPro Work-Life Grant

Updated as of 8 Sep 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
1	Mr Affandi Salleh	SSA Consulting Group Pte Ltd, Chief Operating Officer	Office: 68422282 Email: affandisalleh@ssagroup.com	<p><u>Training Course: Better Work-Life, Higher Productivity Programme</u></p> <ul style="list-style-type: none"> • Work-Life Grant. <ul style="list-style-type: none"> – Overview of the Work-Life Grant, its components and how to apply. • Types of work-life strategies and key determinants. <ul style="list-style-type: none"> – Know the various strategies currently practised in different industries and sectors and the key factors behind their success. • The work-life ambassador. <ul style="list-style-type: none"> – Create awareness on the role of the ambassador in this programme. • Charting your own work-life strategies. <ul style="list-style-type: none"> – Identify strategies that will/will not work at your own workplace. • Getting your organisation ready for work-life programme. <ul style="list-style-type: none"> – Determine the key performance indicators for work-life programme. • What Next? <ul style="list-style-type: none"> – Highlight the importance of formulating an action plan to achieve the goals of your organisation's work-life programme. 	<ul style="list-style-type: none"> • 10 hours Workshop, 6 hours E-Learning, 4 hours Classroom training (including morning teabreak) and Pre & Post assessment of the programme (3mths before/after course) • \$1,200 (2 or more participants from the same company pay 60% of the course fees.) 	<ul style="list-style-type: none"> • To register, contact Ms Amy at 66329560 (Office)/ 90029101 (Mobile) or visit www.ssagroup.com.

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2	Mr Benson Leong	SP Consulting (International) Pte Ltd, Director	Office: 67495698 Mobile: 97322304 Email: benleong@sppg.com	<u>Training Course: Implementing Work-Life Integration</u> <ul style="list-style-type: none"> • What is work-life strategy? • Business case for work-life strategy. • Development phases for a work-life integration programme. • Employee needs assessment. • Communicate and implement the work-life programmes. • Evaluate the effectiveness of the work-life programmes. • Barriers and success factors. • Briefing on the WorkPro scheme. 	<ul style="list-style-type: none"> • 1 day • \$350 (subject to GST) per pax 	<ul style="list-style-type: none"> • To register, contact the training administrator at 67495698 or email admin@sppg.com.
3	Ms Cheng Xiu Wen, Joan	Accorrus International Pte Ltd, Project Consultant	Mobile: 97923056 Email: worklife@accorrus.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work life strategy? • Understand the various types of flexible work arrangements (FWAs). • Assess which FWAs is most suitable for your organisation. • Conduct a proper work-life needs analysis. • How to successfully implement and formalise work-life arrangements in your organisation. • Develop a FWA application process for your organisation. • Roles and responsibilities of managers and supervisors in work-life initiatives. • Identify the critical success factors and barriers in implementing work-life initiatives. 	<ul style="list-style-type: none"> • Duration to be decided with client • \$1,000 per pax 	<ul style="list-style-type: none"> • To register for the course, contact Ms Joan Cheng at worklife@accorrus.com.

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4	Ms Chew Li Lian, Jeannie	Edvantedge Pte Ltd, Director	Office: 68714041 Email: jeannie@edvantedge.com	<p><u>Training Course</u> (Depending on the needs of the client, training topics will be scoped accordingly)</p> <ul style="list-style-type: none"> • Understanding Work-Life, Managing Teams. • Why work-life strategy & flexible work arrangements? <ul style="list-style-type: none"> – Business case for work-life strategy. • What are the work-life needs of your staff? <ul style="list-style-type: none"> – Employee needs assessment: applied EDGEx© Design Thinking. – Understanding the multi-generational workforce. • How do I design work-life strategies? <ul style="list-style-type: none"> – Current practices across different industries and organisation types. – Development phases of work-life strategies: applied EDGEx© Design Thinking. – Understanding the foundations of a good team: The Five Behaviours of a Cohesive Team©. – Developing policies, guidelines and processes to achieve the Five Behaviours© in work-life strategies. – Online and offline tools, platforms, apps and resources that facilitate the Five Behaviours© in work-life strategies. – Team leader’s role and tools in implementing work-life strategies. – Work-Life Grant: overview, its components and how to apply. 	<ul style="list-style-type: none"> • Range from 2 hours talk to multiple day training workshops • From \$500 per pax 	<ul style="list-style-type: none"> • To register, contact Ms Chew Li Lian Jeannie at 68714041 or email jeannie@edvantedge.com.
5	Ms Evelyn Kwek	thYnk Consulting, Director	Mobile: 90478275	<ul style="list-style-type: none"> • Training Course to be decided with client. 	<ul style="list-style-type: none"> • Duration and cost to be 	<ul style="list-style-type: none"> • To register, contact Ms Evelyn Kwek at 90478275 or email

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			Email: evelynkwek@thynkconsulting.com		decided with client.	evelynkwek@thynkconsulting.com .
6	Ms Evelyn Quek	The Worklife Professionals Pte Ltd, Lead Consultant/Trainer	Office: 65497408 Email: evelyn@worklifepros.com	<p><u>Training Course 1: Implementing Work-life Strategy in Your Organisation</u></p> <ul style="list-style-type: none"> • What is work-life effectiveness? • Benefits of work-life initiatives. • Role of work-life manager. • Work-life options. • Work-life quiz. • Key benchmark studies. • Different work-life strategies in Singapore. <ul style="list-style-type: none"> – Flexible work arrangements. – Benefits and flexible benefits platforms. – Childcare, eldercare and health strategies. • Needs assessment and tools. • Measure benefits. • Work-life as part of organisational strategy. • Implementation process. • Resistance to work-life initiatives. • Evaluate work-life strategy. • Resources that support implementation. • Workshop review. <p><u>Training Course 2: Managing Your Employees' Work-life Needs</u></p> <ul style="list-style-type: none"> • Work-life quiz. • Make a business case for work-life – why organisations promote it. 	<ul style="list-style-type: none"> • Up to 1.5 days. • \$750 per pax. <ul style="list-style-type: none"> • Up to 1.5 days. • \$890 per pax. 	<ul style="list-style-type: none"> • To register, contact Ms Evelyn Quek at 65497408 or email evelyn@worklifepros.com.

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				<ul style="list-style-type: none"> • Key elements of success in a work-life initiative. • Role and responsibilities of managers and supervisors in work-life. • What are the key work-life options? • Practical applications for managers and supervisors. • Case studies. • Syndicate. • How to evaluate the results of your work-life initiative. • Workshop review. 		
7	Ms Goh Wee Lee	Strategic Value Consulting Pte Ltd, Senior Consultant & Managing Director	Mobile: 96520451 Email: wlgohsvc@gmail.com	<p><u>Training Course: Implementing Work-Life Integration</u></p> <ul style="list-style-type: none"> • Understand work-life integration. <ul style="list-style-type: none"> – Global trends in work-life integration. – Singapore’s experience. – Case for work-life strategy. – Features and benefits of work-life options. – Framework for work-life strategy implementation. • Appreciate work-life needs. <ul style="list-style-type: none"> – Aspirations and needs of the multi-generational workforce. – Learn from others in redesigning work to facilitate flexible work arrangements (FWA). • Create a conducive environment. <ul style="list-style-type: none"> – Role of organisation, managers and employees in building trust and engagement. • Address work-life needs. <ul style="list-style-type: none"> – Assess work-life needs. – Cost-benefit analysis of work-life programs. – Establish expectations and performance standards. – Develop policies, guidelines and processes. – Useful work-life related legislation, tools and resources (checklists, templates, etc). 	<ul style="list-style-type: none"> • 1 day. • \$650 per pax. 	<ul style="list-style-type: none"> • To register for public courses and customised courses, email Ms Goh Wee Lee at wlgohsvc@gmail.com.

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				<ul style="list-style-type: none"> • Manage work-life needs. <ul style="list-style-type: none"> – Engage employees and evaluate performance. – Manage outcomes and challenges. – Communicate and influence. – Measure effectiveness. – Review and fine-tune processes. • Assess flexible management practice. <ul style="list-style-type: none"> – Flexible management self-assessment. • Plan for the future. <ul style="list-style-type: none"> – Application process for funding from relevant authorities. <p>Implement FWAs.</p>		
8	Ms Helen Lim-Yang	ROHEI Corporation Pte Ltd, Principal Consultant	Office: 67169709 Mobile: 81337763 Email: helen.lim-yang@rohei.com	<p><u>Training Course</u></p> <ul style="list-style-type: none"> • Trends and business case. • Situation in Singapore. • Work-life framework. • HR enablers: Culture building, alignment of HR policies and practices, performance management. • Role of managers and supervisors. • Best practices. 	<ul style="list-style-type: none"> • 1 day. • \$400 per pax for public run. • \$6,000 per class for in-house run (up to 15 pax). 	<ul style="list-style-type: none"> • To register, contact Ms Helen Lim-Yang at 67169709 (Office)/ 81337763 (Mobile) or email helen.lim-yang@rohei.com.
9	Ms Hoay Bee Yew, Wendy	Grape-Media Inc Pte Ltd, Principal Consultant and Trainer	Office: 64932918 Mobile: 92287126 Email: wendy@grape-media.com	<p><u>Training Course 1: Implementing Work-Life in your Organisation</u></p> <ul style="list-style-type: none"> • Understand Work-Life Strategy and 21st Century Integration. • Identify Flexible Work Arrangements (FWA) and purpose for adopting FWA. • Conduct Needs Analysis and FWA planning. • Developing a FWA Implementation Plan. • Short-term and long-term change to ensure suitability and Feasibility of FWA to be implemented. 	<ul style="list-style-type: none"> • ½ day (4-hour workshop including tea break) at \$299 per pax • 1 day (8-hour workshop including tea break and 	<ul style="list-style-type: none"> • To register, contact Ms Kim, Business Development Manager at 64932918 or email training@grape-media.com. • Visit www.grape-media.com for more information.

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				<p><u>Training Course 2: Better Work-Life, Better Workplace</u></p> <ul style="list-style-type: none"> • Overview of Workpro and Work-Life Grant. • Identify Flexible Work Arrangements (FWA) purpose and goals for adopting FWA. • Perform appointment of Work-Life ambassador. • Establish the needs, scope and requirement of a FWA project. • Developing a FWA Implementation Plan. • Piloting and communication of Work-life strategies and integration plan to employees. • Employer litigation when implement FWA. • Redesigning work to facilitate FWA. • Develop a method to track and assess effectiveness to evaluate and refine pilot plan. • Review lessons learnt to refine for future FWA implementation. • Evaluating case and identify best practice. • Reflections. 	<p>lunch) at \$680 per pax</p> <ul style="list-style-type: none"> • In-house training at \$4,600 	
10	Mr Hua Pak Cheong	Singapore Human Resource Institute, Associate Consultant	Mobile: 84189188 Email: pakcheong.hua@theresourcegroup.asia	<p><u>Training Course: Work-life Ambassador Training Program</u></p> <p>Effective implementation and management of FWAs.</p> <ul style="list-style-type: none"> • Understanding FWA fundamentals. • Role of ambassador. • FWA pilot project framework. <ul style="list-style-type: none"> – Phase 1: Diagnosis of FWA needs. – Phase 2: Develop FWA solutions. – Phase 3: Develop the implementation plan. – Phase 4: Train employees on implementing and managing employees' issues. – Phase 5: Pilot the FWA implementation plan. 	<ul style="list-style-type: none"> • 1 day. • \$300 per pax. 	<ul style="list-style-type: none"> • To register, visit http://www.shri.org.sg/shri-corp/public-run-workshops/.

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				<ul style="list-style-type: none"> - Phase 6: Conduct progress consultation meeting. - Phase 7: Track, monitor and refine implementation. 		
11	Mr Ian Chung Chuen Yuen	Institute of Competent Managers Singapore, Master Trainer	Mobile: 92728933 Email: ianchung@mediab.com.sg ; ianchungcy@gmail.com	<p><u>Training Course 1: How to Begin the WorkPro Journey</u></p> <ul style="list-style-type: none"> • What are flexible work arrangements (FWA) and the WorkPro Programme? • Benefits of FWAs. • Globalisation, productivity, competitiveness and FWAs. • What jobs are suitable? • Critical success factors for implementing FWAs. • Technology and successful FWAs. • Work redesign and FWAs. <p><u>Training Course 2: How to Embark a Successful FWA?</u></p> <ul style="list-style-type: none"> • What are FWAs and WorkPro Programme? • Introduction to steps for implementation. • Employers' expectation and corporate culture. • HR policies and talent management. • Mindset. • Employee needs assessment and focus group discussions. • Cost benefits analysis. • Stakeholder expectation and support gathering. • Understand work-life programme and employee support schemes. 	<ul style="list-style-type: none"> • 1 day. • \$500 per pax (per course). <ul style="list-style-type: none"> • 1 day. • \$500 per pax (per course). 	<ul style="list-style-type: none"> • To register, contact Mr Ian Chung at 92728933, or Ms Joanne Yun at 92472112.

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12	Mr Jean-Pierre Kim Chiaverio	The Worklife Professionals Pte Ltd, Senior Consultant	Office: 65497408 Email: kim@worklifepros.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work-life effectiveness? • Benefits of work-life initiatives. • Role of work-life manager. • Work-life options. • Benchmark studies. • Work-life strategies in Singapore. • Needs assessment and tools. • Measure benefits. • Work-life as part of organisational strategy. • Implementation process. • Resistance to work-life initiatives. • Evaluate work-life strategy. • Resources that support implementation. 	<ul style="list-style-type: none"> • Up to 1.5 days. • \$750 per pax or \$1300 for two pax. 	<ul style="list-style-type: none"> • To register, visit www.worklifepros.com.
13	Ms Jilline Chang	aAdvantage Consulting Group, Senior Consultant/Facilitator	Office: 68532658 Mobile: 97535988 Email: jilline.chang@advantage-consulting.com	<u>Training Course 1: Equipping Supervisors with Skills to Enable Flexible Work Arrangements (FWA) Managing In A Flexible Work Environment.</u> <ul style="list-style-type: none"> • FWAs the 21st century workplace. • Implement FWA in the organisation. • Set productive team norms. • Set clear standards. • Manage accountability. • Challenge employees to higher performance. <u>Training Course 2: Equipping Staff (FWA Champions) with Skills to Enable FWA</u> Key Success Factors in Implementing FWA. <ul style="list-style-type: none"> • Build the case for FWAs. • Identify inhibitors of FWAs. 	<ul style="list-style-type: none"> • 2 days. • \$5000 (up to 20 pax per class). <ul style="list-style-type: none"> • 1 day. • \$2500 (up to 20 pax per class). 	<ul style="list-style-type: none"> • To register, contact Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.

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				<ul style="list-style-type: none"> • Develop a change management strategy for successful FWA implementation. • Alignment of performance management to support FWAs. 		
14	Mrs Joanna Koh-Hoe	Focus on the Family Singapore Ltd, Chief Executive Officer	Office: 63361444 Email: focus@family.org.sg	<p><u>Training Course 1: Getting to the Heart of Success: Implementing a winning work-life strategy</u></p> <ul style="list-style-type: none"> • Identifying the business case for work-life. • Crafting a work-life strategy by life stage. • Implementing flexible work arrangements (FWAs). • Communicating work-life. • Key success factors for work-life excellence. <p><u>Training Course 2: Managing an Energized and Engaged Workforce: Creating a win-win work-life culture (For supervisors)</u></p> <ul style="list-style-type: none"> • Understanding work-life. • Wiring up the team through FWAs. • Managing personal and team FWAs. • Work-life policies and practices (for FWAs). • Performance management in a flexi culture. 	<ul style="list-style-type: none"> • Min. 2 hours (customized to client). • From \$500 per pax or \$2,000 per workshop. 	<ul style="list-style-type: none"> • To register, email Gena Chua at Gena.Chua@family.org.sg.
15	Mr John Chia	Synergistic Intelligence, Managing Consultant	Mobile: 97347644 Email: jchia@synergistic-intelligence.com	<p><u>Training Course (for Work-life Ambassador and Project Manager)</u></p> <ul style="list-style-type: none"> • Understand work-life strategies & flexible work arrangements (FWA) fundamentals. • Role of work-life ambassador. • Defining the FWA project framework. • Planning phase. <ul style="list-style-type: none"> – Diagnose FWA needs. – Develop FWA solutions. – Develop the FWA project plan. 	<ul style="list-style-type: none"> • 1.5 days. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email Mr John Chia at admin@synergistic-intelligence.com. • Mail your cheque to 605 Macpherson Road, Citimac, Block A #08-07D, Singapore 368240.

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				<ul style="list-style-type: none"> • Execution phase. <ul style="list-style-type: none"> – Train employees to implement FWAs and manage related issues. – Pilot FWAs. • Control phase. <ul style="list-style-type: none"> – Monitor and refine implementation/ Conduct progress consultation meeting. • Closure phase <ul style="list-style-type: none"> – Lesson and best practices for future roll out. 		
16	Mr John Quek	Worklife Solutions, Project Consultant	Mobile: 97668717 Email: john@greatworksolutions.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work-life strategy? • Make the business case for work-life strategy. • Work-life options (flexible work arrangements (FWAs), leave benefits, employee support schemes): Benefits/ features. • Assess the work-life needs of employees using existing HR records/ data, surveys, focus groups. Analysing results, writing reports etc. • Implement work-life programmes including writing guides and preparing/ training the stakeholders. • Redesign work to facilitate FWAs. • Manage employees on FWAs • Market work-life initiatives. • Cost-benefit analysis. • Evaluate effectiveness of work-life programmes. • Understand the criteria for the Work-Life Grant under the WorkPro scheme. 	<ul style="list-style-type: none"> • 1.5 days. • \$400 (nett) per pax. 	<ul style="list-style-type: none"> • To register, email Mr John Quek at john@greatworksolutions.com or Ms Patricia at patricia@greatworksolutions.com. • Indicate date of workshop: <ul style="list-style-type: none"> – 18th & 19th Mar 2015. – 22nd & 23rd Jul 2015. – 18th & 19th Nov 2015. • Furnish the following information: Company name; Billing address; Participant's name (to appear on certificate); Designation;

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17	Mr Johnny Lee Siew Mun	Mindlife Consulting International LLP, Principal Consultant	Mobile: 97856255 Email: johnny@mindlifeconsulting.com	<u>Training Course</u> <u>Implementation of Flexible Work Arrangements (FWA)</u> <ul style="list-style-type: none"> • Roles and Responsibilities of a Work-life Ambassador. • Understand work-life strategy. • Why companies address work-life issues? • What work-life options are available to you? • How to gather relevant information and conduct needs assessment. • How to gain support for your initiatives. • How to synthesise findings and make recommendations. • How to market and communicate your programs. • How to develop written descriptions, guidelines and policies. • What are the training needs for project leader and managers? • How to evaluate the effectiveness of programs. • Understand and learn how to successfully apply for Work-Life Grant. <u>Managing Flexible Work Arrangements</u> <ul style="list-style-type: none"> • Strategies for managers – “do” and “don’t” tips for managing FWAs. • Communication strategies for FWAs – “off-line” and “on-line” tips. • Negotiate and monitor flexibility. • Performance management techniques for FWAs. 	<ul style="list-style-type: none"> • 1 day. • Dates: <ul style="list-style-type: none"> • 21st March 2016 • 9th May 2016 • 11th July 2016 • 5th September 2016 • 21st November 2016 • \$600 per pax. • \$400 per pax for subsequent participants from the same organisation. • \$4000 per class (in-house) up to 20 pax. 	<ul style="list-style-type: none"> • Contact details; Office; Mobile; Email. • To register, contact Mr Johnny Lee at 97856255 or email johnny@mindlifeconsulting.com.

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				<ul style="list-style-type: none"> • Manage relationships with colleagues and teams in a flexibility environment. • Motivation techniques for continuous improvement. 		
18	Mr Joseph Chian K. L.	Viable Systems Innovation, Consulting Manager & Principal Consultant	Mobile: 90212278 Email: visit@singnet.com.sg	<u>Training Course</u> <ul style="list-style-type: none"> • Work-life project leader's and champion's roles & responsibilities. • Work-life issues and relationship to business goals. • Work-life needs assessment. • Work-life goal setting and strategies development. • Work-life programme planning and communication. • Work-life implementation and monitoring. • Work-life performance management. • Work-life evaluation and review for improvement. • Application for Work-Life Grant. • Preparation for Work-Life Grant claim. 	<ul style="list-style-type: none"> • 1 day. • \$800 (nett) per pax. 	<ul style="list-style-type: none"> • To register, contact Mr Joseph Chian at 90212278 or email visit@singnet.com.sg.

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19	Mr Khng Teck Khoon	aAdvantage Consulting Group, Senior Consultant/Facilitator	Office: 68532658 Mobile: 91015438 Email: khng.teck.khoon@advantage-consulting.com	<p><u>Training Course 1: Equipping Supervisors with Skills to Enable Flexible Work Arrangements (FWA) Managing In A Flexible Work Environment.</u></p> <ul style="list-style-type: none"> • FWAs the 21st century workplace. • Implement FWA in the organisation. • Set productive team norms. • Set clear standards. • Manage accountability. • Challenge employees to higher performance. <p><u>Training Course 2: Equipping Staff (FWA Champions) with Skills to Enable FWA</u></p> <p>Key Success Factors in Implementing FWA.</p> <ul style="list-style-type: none"> • Build the case for FWAs. • Identify inhibitors of FWAs. • Develop a change management strategy for successful FWA implementation. • Alignment of performance management to support FWAs. 	<ul style="list-style-type: none"> • 2 days. • \$5000 (up to 20 pax per class). <ul style="list-style-type: none"> • 1 day. • \$2500 (up to 20 pax per class). 	<ul style="list-style-type: none"> • To register, contact Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.

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20	Ms Leong Lai Fong	Charistal Pte Ltd, Associate Trainer	Mobile: 97818521 Email: coachnetworks@gmail.com	<p><u>Training Course CHF1: Flexignition -Achieving Work-Life Success through Flexible Work Arrangements (FWA)</u> (In-House Workshop for Managers and Supervisors)</p> <ul style="list-style-type: none"> • Understand the importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF2: Flexignition -Achieving Work-Life Success through FWAs</u> (In-House Workshop for Staff)</p> <ul style="list-style-type: none"> • Understand Importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF3: Flexignition -Achieving Work-Life Success through FWAs</u> (In-House Seminar for Staff)</p> <ul style="list-style-type: none"> • Understand importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. 	<ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 2 hours. • \$900 per seminar, up to 50 participants (includes trainer and materials). 	<ul style="list-style-type: none"> • To register, email coachnetworks@gmail.com

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21	Mr Lee Chun Kit	Learners Hub Pte Ltd, Principal Consultant	Office: 68421006 Mobile: 91691006 Email: leekit@learnershub.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work-life strategy – importance & benefit. • How to implement work-life strategy. <ul style="list-style-type: none"> – Step 1: Establish the need. – Step 2: Assess business needs and employee’s work-life need. – Step 3: Implement work-life program (flexible work arrangements (FWAs), leave benefits, employee support schemes). • Develop a communication plan. • Evaluate work-life program. • Case study. • Key success factor. 	<ul style="list-style-type: none"> • 1 day. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email sales@learnershub.com. • Make course payment online or by cheque.
22	Mr Lee Wenyong	Lee Wenyong & Co. Private Limited, HR Director	Office: 62484528 Email: fwa@leewenyong.com	<u>Training Course</u> <ul style="list-style-type: none"> • An introduction to flexible work arrangements (FWA). • Employee eligibility assessment. • Guidelines for effective and productive FWAs. • The four types of flexible schedule and how to implement it. • How to implement compressed work week. • How to implement job sharing. • How to implement tele-commuting, maximising technology, and minimising rent. • How to implement a reduced hours program. • How to manage sabbaticals. • Principles of effective FWAs workplace practice. • How employees can apply for FWAs. • Essential components of FWA proposal. • For employees: The typical process when applying for FWA. 	<ul style="list-style-type: none"> • 2 hours of classroom training, 2 hours of online training and 1 hour of online assessment. • \$30 per pax. 	<ul style="list-style-type: none"> • To register, visit leewenyong.com.

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				<ul style="list-style-type: none"> • For employers: The typical process when approving FWAs. • Modification or termination of FWAs. 		
23	Mr Leong Chee How, Ken	361 Degree Consultancy Pte Ltd, Director	Office: 31523000 Mobile: 96461160 Email: ken@361dc.com	<p><u>Training Course</u></p> <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> – What is work-life integration? – Who are the stakeholders? – Why work-life integration is important for both employers and employees? – What are the benefits of work-life for both organization and stakeholders? • Need analysis <ul style="list-style-type: none"> – What is need analysis? – How to conduct need analysis in a sensitive manner? – Practical sample of need analysis. – How to identify the needs of organisation? – How to identify the needs of employees? • Flexible work arrangements (FWA) implementation plan <ul style="list-style-type: none"> – How to analyse findings from need analysis? – Propose recommendations from need analysis. – What are the FWAs? Are they suitable? – Develop a sound work-life strategy and work-life integration strategy. – Develop an effective communication plan. – Monitor ongoing FWA and observe implications. – Conduct review and feedback sessions. – Tweak and fine tune FWAs and strategies. • Useful tips 	<ul style="list-style-type: none"> • 0.5 day. • \$499 per pax. 	<ul style="list-style-type: none"> • To register, contact Ms Nur at 31523000 or email nur@361dc.com.

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				<ul style="list-style-type: none"> - How to gain support on new initiatives? - How to communicate programs in an appealing ways? - How to manage relationships among stakeholders? 		
24	Mr Ong Hong Him	Goldworth (Pte) Ltd, CEO/ Principal Consultant	Mobile: 96190128 Email: goldhim@hotmail.com	<p><u>Training Course 1: Secrets of Attracting and Retaining Employees</u> (Ambassadors, Entrepreneurs, Business Owners, HR Practitioners, Line Managers, and Line Supervisors).</p> <ul style="list-style-type: none"> • Able to understand and acknowledge the importance of creating a conducive workplace environment. • Able to understand and practice the key factors to support a conducive working environment. • Able to understand the concepts of flexi-time, flexi-job, and flexi-place, and discuss the key issues involved. • Awareness of the demographics of Singapore and the impact on employment. • Awareness of the WorkPro Work-Life Grant and the benefits. <p><u>Training Course 2: How to develop and implement Flexible Work Arrangements (FWA)</u> (WorkPro Ambassadors, Entrepreneurs, Business Owners, HR Practitioners, Line Managers, and Line Supervisors).</p> <ul style="list-style-type: none"> • Able to recognise the benefits of flexi-time, flexi-job, flexi-place for the employer and the employee. • Able to develop a simple proposal to apply for WorkPro Work-Life Grant. • Able to play an active role in developing and implementing FWAs when required. 	<ul style="list-style-type: none"> • 1 day. • \$98 per pax. <ul style="list-style-type: none"> • 1 day. • \$298 per pax. 	<ul style="list-style-type: none"> • To register, contact Mr Ong Hong Him at 65320128 (Office)/ 96190128 (Mobile) or email goldhim@hotmail.com.

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No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
25	Ms Rittu Sinha	H.R. Strategies Pte Ltd, Principal Consultant	Office: 67621642 Mobile: 97318395 Email: info@hrstrategies.com.sg	<u>Training Course:</u> <ul style="list-style-type: none"> • Training managers and employees to implement flexible work arrangements (FWAs). • Manage virtual workforce. • Manage multi-generational workforce (older and younger). • Training to redesign jobs. • Change management skills to implement FWAs. • Secrets to implementing FWAs effectively. • Develop performance measures. • Selection without bias. • Build diversity and drive inclusion. • Leading diverse teams. 	<ul style="list-style-type: none"> • Duration and cost to be decided with client. 	<ul style="list-style-type: none"> • To register, email Ms Ms Rittu Sinha at info@hrstrategies.com.sg.
26	Ms Shubha Narayanan	H.R. Strategies Pte Ltd, Managing Partner	Office: 67621642 Mobile: 97318395 Email: info@hrstrategies.com.sg	<u>Training Course:</u> <ul style="list-style-type: none"> • Training managers and employees to implement flexible work arrangements (FWAs). • Manage virtual workforce. • Manage multi-generational workforce (older and younger). • Training to redesign jobs. • Change management skills to implement FWAs. • Secrets to implementing FWAs effectively. • Develop performance measures. • Selection without bias. • Build diversity and drive inclusion. • Leading diverse teams. 	<ul style="list-style-type: none"> • Duration and cost to be decided with client. 	<ul style="list-style-type: none"> • To register, email Ms Shubha Narayanan at info@hrstrategies.com.sg.

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27	Ms Tan Bee Sin	Growth Point Consultancy Pte Ltd, Director	Mobile: 90077418 Email: beesin@growthpointconsultancy.com	<u>Training Course:</u> <ul style="list-style-type: none"> • Assessment of business needs and employees needs on workplace flexibility: Current context, challenges, gaps and goals. • General understanding of common flexible working arrangements (FWA) options. • Designing suitable FWAs for your employees, to meet business and employee needs and grant requirements. • Successful planning of a pilot-run project: Key considerations, project implementation deliverables, communication plan and buy-in from key stakeholders. • Case examples from different industries. 	<ul style="list-style-type: none"> • 1 day. • \$500 per pax. (Held at Bayview Hotel. Lunch and refreshments included.) 	<ul style="list-style-type: none"> • To register, contact Ms Tan Bee Sin at 90077418 or email beesin@growthpointconsultancy.com.
28	Mr Tan Kuan Thim, Arthur	Catalyst Business Services, Trainer	Mobile: 98733667 Email: arthurtan09@gmail.com	<u>Training Course</u> (Allow participants to become problem-solvers rather than just learning theories) <ul style="list-style-type: none"> • Overview of work-life balance. • Roles of work-life ambassador and project leader. • Identify work-life programs & implement work-life policies. • Implementation of flexible working arrangements (FWA). • Management of FWAs. • Sustaining a work-life environment. 	<ul style="list-style-type: none"> • 1.5 days or 3 evenings • \$600 per pax 	<ul style="list-style-type: none"> • To register, email Mr Tan Kuan Thim, Arthur at arthurtan09@gmail.com.

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29	Mr Tan Tiang Pong, James	James Tan TP & Associates, Managing Consultant	Mobile: 81834998 Email: jamestan009@gmail.com	<u>Training Course: Work-life Ambassador Training Program</u> Effective implementation and management of FWAs. <ul style="list-style-type: none"> • Understanding FWA fundamentals. • Role of ambassador. • FWA pilot project framework. <ul style="list-style-type: none"> – Phase 1: Diagnosis of FWA needs. – Phase 2: Develop FWA solutions. – Phase 3: Develop the implementation plan. – Phase 4: Train employees on implementing and managing employees' issues. – Phase 5: Pilot the FWA implementation plan. – Phase 6: Conduct progress consultation meeting. – Phase 7: Track, monitor and refine implementation. 	<ul style="list-style-type: none"> • 1 day. • \$300 per pax. 	<ul style="list-style-type: none"> • To register, visit http://www.shri.org.sg/shri-corp/public-run-workshops/.
30	Mr Victor Koh Yau Liong	Brainergy International Pte Ltd, Chief Consultant/Trainer	Office: 62816823 Mobile: 96805395 Email: victory@brainergy.biz	<u>Training Course:</u> <ul style="list-style-type: none"> • The roles and responsibilities of a work-life ambassador/manager. • Build a business case and convince management to adopt work-life strategies in the organisation. • Develop and conduct work-life needs assessment. • Select the most appropriate work-life programme. • Write work-life policies. • Apply for Work-Life Development Grant successfully. • Prepare for the Work-Life Development Grant claims and FWA Incentive. 	<ul style="list-style-type: none"> • 1 day. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email Mr Victor Koh at victory@brainergy.biz.
31	Mr Victor Yeow Tee Siong	Independent/Principal Trainer & Consultant	Mobile: 98569891	<u>Training Course Day 1- Making Flexible Work Arrangements (FWA) Work for Your Business</u> <ul style="list-style-type: none"> • Making sense of the new normal in today's world, work and life. 	<ul style="list-style-type: none"> • 2 days. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, contact Mr Victor Yeow at 98569891 or email

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No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
			Email: victor_yeow@hotmail.com	<ul style="list-style-type: none"> • Flexibility, adaptability, innovation, creativity and productivity in synergy. • Work-life harmony in the equation for business and personal success. • Getting ready for a new way of managing businesses and employees. • Success factors for implementing practical FWAs and its ROI. • Practical ideas, policy, tools and techniques. • Build a FWA engagement and implementation strategy that works for your organisation. • <u>Day 2- Managing FWA at the Workplace for a Win-Win Outcome</u> • Performance management as an issue. • It's always about people. • Recharging batteries and embracing sustainability as a strategy. • Case studies on issues others have faced. • Summary and taking it all back to the workplace. 		victor_yeow@hotmail.com .
32	Ms Yeo Miu Ean	Charistal Pte Ltd, Chief Success Officer	Office: 62512550 Email: eanyeo@singnet.com.sg	<u>Training Course CHF1: Flexignition -Achieving Work-Life Success through Flexible Work Arrangements (FWA)</u> (In-House Workshop for Managers and Supervisors) <ul style="list-style-type: none"> • Understand the importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. 	<ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 4 hours. 	<ul style="list-style-type: none"> • To register, email Ms Yeo Miu Ean at eanyeo@singnet.com.sg.

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				<p><u>Training Course CHF2: Flexignition -Achieving Work-Life Success through FWAs (In-House Workshop for Staff)</u></p> <ul style="list-style-type: none"> • Understand Importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF3: Flexignition -Achieving Work-Life Success through FWAs (In-House Seminar for Staff)</u></p> <ul style="list-style-type: none"> • Understand importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. 	<ul style="list-style-type: none"> • \$1,500 per workshop, up to 25 participants (includes trainer and materials). • 2 hours. • \$900 per seminar, up to 50 participants (includes trainer and materials). 	

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33	Mr Yeow Chern Han	aAdvantage Consulting Group, Director	Office: 68532658 Mobile: 97848655 Email: yeow.chern.han@advantage-consulting.com	<p><u>Training Course 1: Equipping Supervisors with Skills to Enable Flexible Work Arrangements (FWA) Managing In A Flexible Work Environment.</u></p> <ul style="list-style-type: none"> • FWAs the 21st century workplace. • Implement FWA in the organisation. • Set productive team norms. • Set clear standards. • Manage accountability. • Challenge employees to higher performance. <p><u>Training Course 2: Equipping Staff (FWA Champions) with Skills to Enable FWA</u></p> <p>Key Success Factors in Implementing FWA.</p> <ul style="list-style-type: none"> • Build the case for FWAs. • Identify inhibitors of FWAs. • Develop a change management strategy for successful FWA implementation. • Alignment of performance management to support FWAs. 	<ul style="list-style-type: none"> • 2 days. • \$5000 (up to 20 pax per class). <ul style="list-style-type: none"> • 1 day. • \$2500 (up to 20 pax per class). 	<ul style="list-style-type: none"> • To register, contact Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.

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34	Mr Yew Ming Hock	Nexus Quest Pte Ltd, Director	Office: 67463672 Email: minghock@nexusquest.com.sg	<u>Training Course</u> <ul style="list-style-type: none"> • Work-Life Harmony and Strategy – What does it mean? • Why is a Work-Life Strategy needed? • The Work-Life Strategy Framework. • Assessing Work-Life Needs. • Developing Work-Life Strategy. • Developing Work-Life Programs. • Implementing and Evaluating Effectiveness of Work-Life Strategy. 	<ul style="list-style-type: none"> • 1 day. • From \$350 (up to 10 pax per class.) 	<ul style="list-style-type: none"> • To register, email minghock@nexusquest.com.sg.