

Managing Workplace Diversity in Teams for WSH Professionals

Synopsis

Managing a team is becoming increasingly challenging with the rising diversity of our workforce. While diverse teams collectively present a greater wealth of experience and ideas, they often have a greater variety of communication styles, motivations, working approaches and norms, making for more complexity in team management. The purpose of this guide is to provide managers like yourself with strategies and tips to be more effective in managing your diverse teams.

This programme helps participants understand the benefits of managing workplace diversity, assess their current state of diversity management, and implement diversity management practices that are in line with the recommendations of the National Integration Working Group for Workplaces (NIWG-W). The Working Group, comprising members from government, industry and the unions, was formed under the auspices of the National Integration Council to foster inclusive and harmonious workplaces in Singapore.

Objectives:

By the end of the course, participants will be able to:

- Identify the current state of diversity management and reasons why managing diversity in the organisation is important
- Manage team members of different backgrounds
- Build an inclusive culture within your team

Who should attend

Business Owners, Managers, WSH Professional and anyone who is interested to identify opportunities for innovation at the workplace.

Trainer

Mr Leonard Tay is the founder of Learning Focus Technologies and has been active professionally for the past 21 years with experience in the areas of Information Technology, Customer Service, Business Development including Training Delivery and Consultancy. Currently lecturing part-time at several Polytechnics and has facilitated training on topics related to Job Interview Skills, Resume Writing, Technopreneurship, Creativity and Innovation, Interactive Multimedia, Database Management and Systems Analysis and Design. As he specialises in training and instructional design, he also train's and assess other trainers for the Advance Cert. in Training and Assessment (ACTA) and the Diploma in Adult Continuing Education (DACE) which are nationally recognised programmes for certifying trainers.

Details

Date: 1. 12 Mar 2020 2. 11 Jun 2020 3. 9 Sep 2020 4. 8 Dec 2020

Time: 9am to 5pm (Registration starts at 8.45am)

Venue: SISO Academy
167 Jalan Bukit Merah,
#02-13 Connection One, Tower 5
Singapore 150167

CPD Points: 7 SDUs

Course Fee: \$195.00* (SISO Member)
\$235.00* (Others)

**Fee includes GST, light refreshments and training materials*

For more information and registration:

Website: www.siso.edu.sg

Email: registration@siso.org.sg

Phone: 6513 0286

Registration Form:

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Part A					
Course Dates:					
Part B - Participants Details (attach a separate list if necessary)					
Salutation (Mr/Ms/Mdm)	Name (Please underline surname)	NRIC (last 4 characters; SXXXX123A)	Designation / Job Title (Please indicate your WSHO Reg. No., if any)	Mobile no:	Special Diet (E.g. Vegetarian)
Part C - Company Particulars					
Name of Company:					
Type of Industry:					
Name of Contact Person:				Designation:	
Tel:				Fax:	
Email (for course correspondence):					
Part D - Billing Details					
Billing Address:					
Please tick as appropriate if you would like an invoice to the company: <input type="checkbox"/> Yes <input type="checkbox"/> No			e-Invoice for Government bodies Dept & Sub-business unit: _____		
SISO member (circle as appropriate): Yes/ No *SISO membership no:			(For official use only) Cash or Cheque No. _____ for S\$ _____		

NOTE

1. Registration and Payment

Please submit completed form together with a crossed cheque, made payable to "SISO Academy Pte Ltd", to reach us no later than one week prior to the programme start date.

Please mail registration and cheque to:

SISO Academy Pte Ltd
167 Jalan Bukit Merah
#02-13 Connection One, Tower 5,
Singapore 150167

2. Withdrawal

If written notice of withdrawal is received:
> 14 days before commencement of programme – full refund
Between 3 & 13 working days – 70% refund
Less than 3 working days - no refund

(Please note that programme confirmation can only be made 3 days before the commencement date)

Course Fee:

SISO Member: S\$195.00

Others: S\$235.00

(Fees include GST, light refreshments and training materials)

Visit our website at www.siso.edu.sg

Email: registration@siso.org.sg

Phone: 6513 0286

The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.