

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 19 January 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.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
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 • \$300 (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 Evelyn Kwek	thYnk Consulting, Director	Mobile: 90478275 Email: evelynkwek@thynkconsulting.com	<ul style="list-style-type: none"> • Training Course to be decided with client. 	<ul style="list-style-type: none"> • Duration and cost to be decided with client. 	<ul style="list-style-type: none"> • To register, contact Ms Evelyn Kwek at 90478275 or email evelynkwek@thynkconsulting.com.
4	Ms Evelyn Quek	The Worklife Professionals Pte Ltd, Lead Consultant/Trainer	Office: 65497408 Email: evelyn@worklifepros.com	<u>Training Course 1: Implementing Work-life Strategy in Your Organisation</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. • 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. 	<ul style="list-style-type: none"> • Up to 1.5 days. • \$750 per pax. 	<ul style="list-style-type: none"> • To register, contact Ms Evelyn Quek at 65497408 or email evelyn@worklifepros.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				<ul style="list-style-type: none"> • 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. • 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. 	<ul style="list-style-type: none"> • Up to 1.5 days. • \$890 per pax. 	

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
5	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). • 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. – Implement FWAs. 	<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.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
6	Ms Helen Lim-Yang	ROHEI Corporation Pte Ltd, Principal Consultant	Office: 67169709 Mobile: 81337763 Email: helen.lim-yang@rohei.com	<u>Training Course</u> <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, call Ms Helen Lim-Yang at 671697909 (Office)/ 81337763 (Mobile) or email helen.lim-yang@rohei.com.
7	Mr Ian Chung Chuen Yuen	Institute of Competent Managers Singapore, Master Trainer	Mobile: 92728933 Email: ianchung@media lab.com.sg ; ianchungcy@gmail.com	<u>Training Course 1: How to Begin the WorkPro Journey</u> <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. <u>Training Course 2: How to Embark a Successful FWA?</u> <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.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
8	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.
9	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. • Develop a change management strategy for successful 	<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, call Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				FWA implementation. <ul style="list-style-type: none"> Alignment of performance management to support FWAs. 		
10	Mr John Chia	Synergistic Intelligence, Managing Consultant	Mobile: 97347644 Email: jchia@synergistic-intelligence.com	<u>Training Course</u> (for Work-life Ambassador and Project Manager) <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. 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. 	<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.
11	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 	<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.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				<p>HR records/ data, surveys, focus groups. Analysing results, writing reports etc.</p> <ul style="list-style-type: none"> • 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"> • 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: <ul style="list-style-type: none"> Company name; Billing address; Participant's name (to appear on certificate); Designation; Contact details; Office; Mobile; Email.
12	Mr Johnny Lee Siew Mun	Mindlife Consulting International LLP, Principal Consultant	<p>Mobile: 97856255</p> <p>Email: johnny@mindlifeconsulting.com</p>	<p><u>Training Course</u></p> <p><u>Implementation of Flexible Work Arrangements (FWA)</u></p> <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 	<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 	<ul style="list-style-type: none"> • To register, call Mr Johnny Lee at 97856255 or email johnny@mindlifeconsulting.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				<p>policies.</p> <ul style="list-style-type: none"> • 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. <p><u>Managing Flexible Work Arrangements</u></p> <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. • Manage relationships with colleagues and teams in a flexibility environment. • Motivation techniques for continuous improvement. 	<p>2016</p> <ul style="list-style-type: none"> • \$600 per pax. • \$400 per pax for subsequent participants from the same organisation. • \$4000 per class (in-house) up to 20 pax. 	
13	Mr Joseph Chian K. L.	Viable Systems Innovation, Consulting Manager & Principal Consultant	Mobile: 90212278 Email: visit@singnet.com.sg	<p><u>Training Course</u></p> <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, call Mr Joseph Chian at 90212278 or email visit@singnet.com.sg.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
14	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, call Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
15	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.
16	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. • For employers: The typical process when approving 	<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.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				FWAs. • Modification or termination of FWAs.		
17	Mr Leong Chee How, Ken	361 Degree Consultancy Pte Ltd, Director	Office: 31523000 Mobile: 96461160 Email: ken@361dc.com	<u>Training Course</u> <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, call Ms Nur at 31523000 or email nur@361dc.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				<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? 		
18	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, call Mr Ong Hong Him at 65320128 (Office)/ 96190128 (Mobile) or email goldhim@hotmail.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
19	Mr Hua Pak Cheong	Singapore Human Resource Institute, Associate Consultant	Mobile: 84189188 Email: pakcheong@gloapp.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/.
20	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.
21	Ms Shubha	H.R. Strategies	Office:	<u>Training Course:</u>	<ul style="list-style-type: none"> • Duration and 	<ul style="list-style-type: none"> • To register, email Ms

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
	Narayanan	Pte Ltd, Managing Partner	67621642 Mobile: 97318395 Email: info@hrstrategies.com.sg	<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. 	cost to be decided with client.	Shubha Narayanan at info@hrstrategies.com.sg .
22	Ms Tan Bee Sin	Growth Point Consultancy Pte Ltd, Director	Mobile: 90077418 Email: beesin@growthpointconsultancy.com	<p><u>Training Course:</u></p> <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, call Ms Tan Bee Sin at 90077418 or email beesin@growthpointconsultancy.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
23	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.
24	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/.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
25	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.
26	Mr Victor Yeow Tee Siong	Independent/ Principal Trainer & Consultant	Mobile: 98569891 Email: victor_yeow@hotmail.com	<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. • 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> <ul style="list-style-type: none"> • Performance management as an issue. • It's always about people. • Recharging batteries and embracing sustainability as a 	<ul style="list-style-type: none"> • 2 days. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, call Mr Victor Yeow at 98569891 or email victor_yeow@hotmail.com.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
				<p>strategy.</p> <ul style="list-style-type: none"> • Case studies on issues others have faced. • Summary and taking it all back to the workplace. 		
27	Ms Yeo Miu Ean	Charistal Pte Ltd, Chief Success Officer	Office: 62512550 Email: eanyeo@singnet.com.sg	<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 Ms Yeo Miu Ean at eanyeo@singnet.com.sg.

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 19 January 2016

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Course Outline	Course Details	How to Register
28	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)</u> Managing In A Flexible Work Environment.</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> 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, call Ms Jacqueline Gwee at 68532658 or email jacqueline.gwee@advantage-consulting.com.