

## WorkPro Work-Life Grant

### List of Approved Work-Life Grant Consultants providing work-life consultancy services under the WorkPro Work-Life Grant

Updated as of 9 November 2015

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Areas of Work-Life Consultancy Services Provided
1	Mr Affandi Salleh	SSA Consulting Group Pte Ltd, Chief Operating Officer	Office: 68422282 Email: <a href="mailto:affandisalleh@sagroup.com">affandisalleh@sagroup.com</a>	<ul style="list-style-type: none"> <li>• Review current work-life programmes (if any).</li> <li>• Identify needs of employees.</li> <li>• Assist organisation in setting up strategies for work-life programmes based on the needs of employees.</li> <li>• Share relevant and effective best practices.</li> <li>• Communicate work-life strategies as an impartial external party.</li> <li>• Set key performance indicators (KPIs) for each strategy.</li> <li>• Evaluate the success of implementing the strategies.</li> </ul>
2	Mr Alfred Lye Kok Fong	SDC Group, Group Managing Director	Mobile: 96654580 Email: <a href="mailto:alfredlye@sdc5.com">alfredlye@sdc5.com</a>	<ul style="list-style-type: none"> <li>• Work-life harmony with self, career, family and community.</li> <li>• Develop an optimal balance between work and home.</li> <li>• Possess positive values both at work and family and contribute towards enhancing community well-being.</li> </ul>
3	Mr Benjamin Chan Wing Hon	Hu-Tech Consulting, Principal Consultant	Mobile: 98382688 Email: <a href="mailto:benjaminchan@hu-techconsulting.com">benjaminchan@hu-techconsulting.com</a>	<ul style="list-style-type: none"> <li>• Develop and implement strategies on flexible work arrangements (FWA).</li> <li>• Assess which FWAs meet business needs.</li> <li>• Conduct needs analysis to identify employees' work-life needs and suitable FWAs.</li> <li>• Develop implementation plan which includes training supervisors to manage and engage employees on FWAs, performance targets, work deliverables and arrangements.</li> <li>• Pilot at least 2 new FWAs, monitor effectiveness and make refinements after receiving feedback from stakeholders.</li> <li>• Formalise FWAs in HR policy.</li> <li>• Complements services with HR expertise and experience in age management, recruitment, performance management, compensation, training, manpower planning and career management to help SMEs recruit and retain staff.</li> </ul>

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4	Mr Benson Leong	SP Consulting (International) Pte Ltd, Director	Office: 67495698 Mobile: 97322304 Email: <a href="mailto:benleong@sppg.com">benleong@sppg.com</a>	<ul style="list-style-type: none"> <li>• WorkPro consultancy on age management practices.</li> <li>• Work-life consultancy on development and implementation of work-life strategies and flexible work arrangements.</li> <li>• Work-life training.</li> </ul>
5	Ms Evelyn Kwek	thYnk Consulting, Director	Mobile: 90478275 Email: <a href="mailto:evelynkwek@thynkconsulting.com">evelynkwek@thynkconsulting.com</a>	<ul style="list-style-type: none"> <li>• Work with organisations on the full range of the work-life consultancy process, from audit and diagnosis to policy recommendation and implementation, strategic communications and work-life training.</li> </ul>
6	Ms Evelyn Quek	The Worklife Professionals Pte Ltd, Lead Consultant/Trainer	Office: 65497408 Email: <a href="mailto:evelyn@worklifepros.com">evelyn@worklifepros.com</a>	<ul style="list-style-type: none"> <li>• Offer the full suite of work-life initiatives: strategic planning; design and implementation; customised employee surveys and/or focus groups; management and staff training, tracking of work-life initiatives; and recommended work-life solutions.</li> <li>• Help identify suitable organisational development initiatives to deepen and support organisation's work-life initiatives: strategic JD reviews, PMA alignment workshops; cultural diversity programmes; and team building for multi-generation workplaces.</li> <li>• Help organisations raise employee motivation by using highly accurate profilers to recruit and select the right people from the very start.</li> </ul>

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7	Mr George Wong	Hoclink Systems & Services Pte Ltd, Managing Director & Principal Consultant	Office: 64833438 Mobile: 96622613 Email: <a href="mailto:george@hoclink.com.sg">george@hoclink.com.sg</a>	<ul style="list-style-type: none"> <li>• Productivity, innovation and business excellence for organisations in manufacturing and service sectors.</li> <li>• Comprehensive one-stop approach for organisations to nurture, motivate and inspire their people in enhancing systems and processes to delight their customers.</li> <li>• Consultancy services cover both business management (in the areas of business excellence; strategic planning; benchmarking and productivity gain sharing) and people development to improve work-life harmony; work redesign; employee motivation; engagement and participation; process improvement; total quality and work-life culture development; team development and excellence; and customer service.</li> </ul>
8	Ms Goh Wee Lee	Strategic Value Consulting Pte Ltd, Managing Director/ Senior Consultant	Mobile: 96520451 Email: <a href="mailto:wlgohsvc@gmail.com">wlgohsvc@gmail.com</a>	<ul style="list-style-type: none"> <li>• Help organisations, especially SMEs, strategise and implement effective work-life programmes, including communication and training plans.</li> <li>• Provides work-life and personal effectiveness workshops, mobile clinics, consultancy and customised training courses.</li> <li>• Being effectively bilingual, she helps SME bosses and their staff, including Mandarin speaking personnel, better appreciate flexible work arrangements to bring about a more family friendly and productive work environment.</li> <li>• Complements her services with HR expertise to help SMEs leverage on their HR capabilities such as through streamlining their HR policies and practices.</li> </ul>

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9	Ms Helen Lim-Yang	ROHEI Corporation Pte Ltd, Principal Consultant	Office: 67169709 Mobile: 81337763 Email: <a href="mailto:helen.lim-yang@rohei.com">helen.lim-yang@rohei.com</a>	<ul style="list-style-type: none"> <li>• Assessment of current work-life culture and strategies, the breadth and relevance of employee support schemes, flexible work arrangements (FWA) and leave benefits.</li> <li>• Recommendations and consultancy solutions to close gaps in culture and leadership practices, communication, and specific implementation improvement needs.</li> <li>• Solutions may include approach to needs analysis, evaluating work-life strategies and practices, and setting up of performance management system and infrastructure support for FWAs.</li> </ul>
10	Mr Henry Ling Soon Chua	Proactive Consultants Pte Ltd, Director	Mobile: 96806811 Email: <a href="mailto:consultproactive@ymail.com">consultproactive@ymail.com</a> ; <a href="mailto:linghenry@gmail.com">linghenry@gmail.com</a>	<ul style="list-style-type: none"> <li>• Age Management.</li> <li>• Job Redesign.</li> <li>• Work Life:               <ul style="list-style-type: none"> <li>– Development of work-life strategies.</li> <li>– Flexible work arrangements.</li> <li>– New hire retention.</li> </ul> </li> </ul>
11	Mr Hua Pak Cheong	Singapore Human Resource Institute, Associate Consultant	Mobile: 84189188 Email: <a href="mailto:pakcheong@gloapp.com">pakcheong@gloapp.com</a>	<ul style="list-style-type: none"> <li>• Training of WorkPro work-life in accordance with SHRI's offerings.</li> </ul>

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12	Mr Ian Chung Chuen Yuen	MediaLab, Consultant	Mobile: 92728933 Email: <a href="mailto:ianchung@medialab.com.sg">ianchung@medialab.com.sg</a> ; <a href="mailto:ianchungcy@gmail.com">ianchungcy@gmail.com</a>	<ul style="list-style-type: none"> <li>• Help organisations assess, develop and implement work-life strategies:               <ul style="list-style-type: none"> <li>– Audit organisational climate and conduct business needs analysis to identify suitable work-life plan that meet both organisation's and employees' needs.</li> <li>– Implement/Align work-life plan to support business goals.</li> <li>– Conduct work-life assessments on workplace/process improvement, job redesign to improve commitment and productivity.</li> <li>– Conduct work-life suitability evaluation, job-skills training, effective team/talent management and effectiveness training.</li> <li>– Coach senior management with global mindset, innovative business model knowledge and relevant strategies to understand the importance of work-life that could enhance business success.</li> <li>– Assist organisation with applying for the Work-Life Grant to support the recruitment and retention of workers.</li> </ul> </li> </ul>
13	Ms Jacqueline Gwee	aAdvantage Consulting Group Pte Ltd, Director	Office: 68532658 Mobile: 90478547 Email: <a href="mailto:jacqueline.gwee@advantageconsulting.com">jacqueline.gwee@advantageconsulting.com</a>	<ul style="list-style-type: none"> <li>• Conduct needs analysis (survey/focus groups) review on current flexible work arrangements (FWA) policies.</li> <li>• Analyse findings and provide recommendations to senior management on addressing challenges to FWA implementation and recommend at least 2 appropriate FWAs for pilot/implementation.</li> <li>• Advice structure to drive work-life strategy.</li> <li>• Design and conduct a half day workshop with senior management to determine goals &amp; targets for work-life.</li> <li>• Develop policies and processes to support the implementation of FWAs.</li> <li>• Communicate and train staff on FWAs.</li> </ul>

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14	Mr Jean-Pierre Kim Chiaverio	The Worklife Professionals Pte Ltd, Senior Consultant	Office: 65497408 Email: <a href="mailto:kim@worklifepros.com">kim@worklifepros.com</a>	<ul style="list-style-type: none"> <li>• All aspects of implementing work-life strategies or flexible work arrangements, including training, introducing flexible benefits and corporate wellness programmes.</li> </ul>
15	Mr John Chia	Synergistic Intelligence, Managing Consultant	Mobile: 97347644 Email: <a href="mailto:jchia@synergistic-intelligence.com">jchia@synergistic-intelligence.com</a>	<ul style="list-style-type: none"> <li>• Provide end-to-end consulting and support in understanding strategic business objectives, alignment of work-life needs, diagnosis of issues and challenges, design appropriate solutions and recommendations, develop a plan and work to implement project.</li> <li>• Provide advisory on the needs and issues faced when implementing job redesign to support flexible work arrangements (FWA).</li> <li>• Provide advisory to review and redesign compensation and benefits, and employee support schemes that may be needed to address staff satisfaction and productivity issues regarding FWAs and ensure compliance to regulatory guidelines.</li> </ul>
16	Mr John Quek	Worklife Solutions, Project Consultant	Mobile: 97668717 Email: <a href="mailto:john@greatworkksolutions.com">john@greatworkksolutions.com</a>	<ul style="list-style-type: none"> <li>• Work-life needs analysis through surveys, interviews and workforce profiling.</li> <li>• Drafting policies relating to work-life strategies (i.e. flexible work arrangements, leave benefits, employee support schemes).</li> <li>• Provide business case and justification for work-life strategies.</li> <li>• Ongoing evaluation of the progress of the implementation till submission of final proposal.</li> <li>• Cost-benefit analysis of work-life programmes.</li> </ul>

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17	Mr Johnny Lee Siew Mun	Mindlife Consulting International LLP, Principal Consultant	Mobile: 97856255 Email: <a href="mailto:johnny@mindlificonsulting.com">johnny@mindlificonsulting.com</a>	<ul style="list-style-type: none"> <li>• Feasibility and needs assessment: Review organisation's climate, and identify employees' real work-life needs, expectations and concerns.</li> <li>• Work-life audit and evaluation: Review organisation's existing programmes to update and enhance them.</li> <li>• Work-life programmes design: Develop programmes relevant for organisations. Facilitate pilots for new programmes.</li> <li>• Work-life programmes implementation: Formalise new programme. Assist with communications plan. Develop performance matrix to track and monitor program effectiveness.</li> <li>• Advise on Work-Life Grant application.</li> </ul>
18	Mr Joseph Chian K L	Viable Systems Innovation, Consulting Manager & Principal Consultant  Linz Consultancy Pte Ltd, Senior Consultant	Mobile: 90212278 Email: <a href="mailto:visit@singnet.com.sg">visit@singnet.com.sg</a>	<ul style="list-style-type: none"> <li>• To provide effective work-life training and consultancy services to train, advise, guide and coach organisations to developing, documenting, implementing, maintaining and improving flexible work arrangements (FWA) to meet the organisations' work-life requirements.</li> <li>• FWA Implementation Plan:               <ul style="list-style-type: none"> <li>– Information gathering and stakeholders' needs analysis (SNA).</li> <li>– Cost-benefit analysis (CBA) and consultation</li> <li>– Goals setting, programmes development and planning</li> <li>– Programs implementation, monitoring and evaluation.</li> </ul> </li> <li>• FWA management plan:               <ul style="list-style-type: none"> <li>– Communication plan.</li> <li>– Performance management.</li> <li>– Review.</li> </ul> </li> </ul>

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19	Mr Lee Wenyong	Lee Wenyong & Co. Private Limited, HR Director	Office: 62484528 Email: <a href="mailto:fwa@leewenyong.com">fwa@leewenyong.com</a>	<ul style="list-style-type: none"> <li>• Evaluate the business need for implementing work-life and flexible work arrangements (FWA).</li> <li>• Review SME's existing work-life policies (if any).</li> <li>• Perform gap analysis assessment.</li> <li>• Present gap analysis findings to SME.</li> <li>• Make recommendations on suitable FWAs for implementation.</li> <li>• Propose leave, health and welfare benefits to promote a supportive and enabling work environment.</li> <li>• Calculate cost benefit analysis: savings in rent and employee retention, and revenue as a result of better employee engagement.</li> <li>• Outline the communications plan to all employees on FWAs and implementation.</li> <li>• Use of analytics to measure effectiveness of implementing FWAs/ business returns.</li> </ul>
20	Mr Leong Chee Ken	361 Degree Consultancy Pte Ltd, Director	Mobile: 96461160 Email: <a href="mailto:ken@361dc.com">ken@361dc.com</a>	<ul style="list-style-type: none"> <li>• Provide a holistic and hands-on approach to tailor projects that suit different organisations.</li> <li>• The project shall commence with an organisational needs analysis, sharing on the benefits of work-life strategies, developing a sound proposal, discussion with management, piloting flexible work arrangements, and advising clients on claim submission.</li> </ul>
21	Ms Rittu Sinha	H.R. Strategies Pte Ltd, Principal Consultant	Office: 67621642 Mobile: 97318395 Email: <a href="mailto:info@hrstrategies.com.sg">info@hrstrategies.com.sg</a>	<ul style="list-style-type: none"> <li>• Designing policies and programs for implementing flexible work arrangements (FWA).</li> <li>• Job design.</li> <li>• Change management to implement FWAs.</li> <li>• Managing virtual workforce.</li> <li>• Building a performance culture including developing performance measures.</li> <li>• Building female talent pipeline.</li> <li>• Coaching women to manage family and career.</li> </ul>



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22	Mr Roland Yeow Seng Tuck	Durham Business Consultants, Managing Consultant	Mobile: 96483595 Email: <a href="mailto:acctsvcs@singnet.com.sg">acctsvcs@singnet.com.sg</a>	<ul style="list-style-type: none"> <li>• Work-life intention and achieved outcomes.                             <ul style="list-style-type: none"> <li>– Analysis and development of flexible work arrangements and work-life strategies development.</li> <li>– Conduct employees' needs assessments.</li> <li>– Ascertain key indicators for pre and post project.</li> <li>– Review other work-life commitments, achieving all outcome targets and integration with business objectives.</li> </ul> </li> <li>• Workplace improvements: Job redesign; age management including recruitment and retention of mature workers and back-to-work locals.</li> </ul>
23	Ms Shubha Narayanan	H.R. Strategies Pte Ltd, Managing Partner	Office: 67621642 Mobile: 97318395 Email: <a href="mailto:info@hrstrategies.com.sg">info@hrstrategies.com.sg</a>	<ul style="list-style-type: none"> <li>• Designing policies and programs for implementing flexible work arrangements (FWA).</li> <li>• Job design.</li> <li>• Change management to implement FWAs.</li> <li>• Managing virtual workforce.</li> <li>• Building a performance culture including developing performance measures.</li> <li>• Building female talent pipeline.</li> <li>• Coaching women to manage family and career.</li> </ul>

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24	Ms Tan Bee Sin	Growth Point Consultancy Pte Ltd, Director	Mobile: 90077418 Email: <a href="mailto:beesin@growthpointconsultancy.com">beesin@growthpointconsultancy.com</a>	<ul style="list-style-type: none"> <li>• Work-life consultancy areas may include any of the following depending on the organisation's work-life readiness level and needs:               <ul style="list-style-type: none"> <li>– Identify a business case aligned to business strategy to create buy-in with management with support from organisation survey and interviews.</li> <li>– Identify challenges, assess employer and employees' needs, design and implement flexible working arrangement for a pilot-run group with evaluation.</li> <li>– Enhanced consultancy services focusing on organisation's work-life culture interventions with services that include organisation's gap analysis, shared vision, strategy alignment and change management with the seven standards of excellence in the dimensions for building a supportive work-life culture.</li> </ul> </li> </ul>
25	Mr Tan Kuan Thim, Arthur	Catalyst Business Services	Mobile: 98733667 Email: <a href="mailto:arthurtan09@gmail.com">arthurtan09@gmail.com</a>	<ul style="list-style-type: none"> <li>• Identify scope of work and work plan.</li> <li>• Assess the business and employee needs in order to identify solutions that align both towards goal congruence.</li> <li>• Assist and coach the work-life ambassadors and leaders to develop, implement and manage appropriate work-life initiatives.</li> <li>• Conduct assessment of the work-life programmes on their feasibility during the trial period.</li> <li>• Assist and coach the work-life ambassadors and leaders to review, evaluate and refine work-life initiatives before formalizing policies.</li> <li>• Advise on approaches towards ensuring sustainable work-life culture and continuous improvements for relevance.</li> </ul>

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26	Mr Tan Tiang Pong, James	James Tan TP & Associates, Managing Consultant	Mobile: 81834998 Email: <a href="mailto:jamestan009@gmail.com">jamestan009@gmail.com</a>	<ul style="list-style-type: none"> <li>• Conduct needs analysis to identify suitable flexible work arrangements (FWA) that meet the organisation's and employees' needs.</li> <li>• Develop an FWA implementation plan which includes a communication plan to engage the organisation's employees.</li> <li>• Pilot at least two new FWAs or substantially enhance existing FWAs. The FWAs should involve at least 10% of organisation's total workforce or a minimum of five employees, whichever is higher. Each FWA should be piloted for at least three months.</li> <li>• Consult relevant stakeholders on the FWAs' trial.</li> <li>• Monitor the FWAs to see if they work and make suitable refinements.</li> </ul>
27	Mr Victor Koh Yau Liong	Brainergy International Pte Ltd, Chief Consultant/Trainer	Office: 62816823 Mobile: 96805395 Email: <a href="mailto:victory@brainergy.biz">victory@brainergy.biz</a>	<ul style="list-style-type: none"> <li>• Work-life needs research, analysis and recommendations.</li> <li>• Work-life programmes and policy development.</li> <li>• Post-implementation evaluation and recommendations.</li> <li>• Work-life training for project leaders, supervisors, managers and staff.</li> <li>• Government grant application &amp; claims.</li> </ul>
28	Mr Victor Yeow Tee Siong	Independent/Principal Trainer & Consultant	Mobile: 98569891 Email: <a href="mailto:victor_yeow@hotmail.com">victor_yeow@hotmail.com</a>	<ul style="list-style-type: none"> <li>• Train, consult and provide guidance:               <ul style="list-style-type: none"> <li>– Develop, implement and sustain optimal work-life strategies like flexible work arrangements, remote working, contract staffing and part-time arrangements, and the use of technology to meet both operational needs and help employees' work-life harmony.</li> <li>– Create work-life friendly workplaces and employee support programmes that enable productive use of resources, maintain employee morale and support their families.</li> </ul> </li> </ul>

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29	Mr Wong Choon Fei	Willmann Innowell Pte Ltd, Executive Director	Mobile: 93872262 Email: <a href="mailto:cf.willmann@gmail.com">cf.willmann@gmail.com</a>	<ul style="list-style-type: none"><li>• Conduct work-life consultancy process, from organisation audit of business needs to diagnosis of employees' preference for its recommendation and implementation, strategic communications as well as work-life policy writing.</li></ul>
30	Ms Yeo Miu Ean	Charistal Pte Ltd, Chief Success Officer	Office: 62512550 Email: <a href="mailto:eanyeo@singnet.com.sg">eanyeo@singnet.com.sg</a>	<ul style="list-style-type: none"><li>• Help implement work-life solutions that meet needs of the organisation and employees.</li><li>• A work-life consultancy project will involve various activities such as survey of work-life needs of employees, focus groups on identifying work-life challenges and interviews with key stakeholders. From the study, develop a report that identifies the work-life needs and recommend solutions as well as an implementation plan. The successful implementation will enable the organisation to use work-life strategies to attract, retain and engage employees as well as to enjoy greater productivity and better business results.</li></ul>