



# Training Systems Planning and Implementation (for Corporate Run)

## Overview

A WSQ programme consisting of 2 modules specially designed for training organizations aiming to equip their staff with effective & efficient skills and knowledge in training system planning and implementation, which includes the process flow [what, who, when, why and how] of tasks as well as managing teams in a training organization.

## Learning Outcome

Upon completing the 2 courses, learners will be equipped with the needed skills to operate a training organization in accordance to national standard. Learners will also be awarded with Statement of Attainments issued by SkillsFuture Singapore.



## Modules & Schedule

- Modules 1.** Effective Project Documentation (1.5 days)  
This unit covers the skills to identify key documentation policies, creating essential templates for filing, implementing documentation procedures and storing documents that comply with SSG requirements.
- Modules 2.** Effective Team Management (1.5 days)  
This unit covers the skills to manage, monitor and evaluate team performance to ensure that the effectiveness of the training outcomes is maintained.

## Fees & Funding

Application Fee: S\$53.50 -Waived- Course Fee: S\$1,209.10 (inclusive of GST)		Grant Amount	Nett Course Fee After Subsidy
Company Sponsored	Singapore Citizens and Permanent Residents	\$791.00	\$418.10

- Course fee covers training and assessment. The fee is inclusive of prevailing GST and subject to changes.
- Grant amount indicated here does not include absentee payroll (AP) funding.
- Absentee payroll funding (Employers): For Singapore Citizen and Permanent Resident employees at fixed \$4.50 per hour.

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