



WSQ Professional Diploma in Leadership & People Management



Parkway College of Nursing and Allied Health Pte Ltd
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Registration No. 200800722R
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WSQ Professional Diploma in Leadership and People Management

Learners have the flexibility of choosing any course to attend, depending on their individual training needs. Learners who are certified competent in all five courses will be awarded the **WSQ Professional Diploma in Leadership and People Management** from SkillsFuture Singapore (SSG).

Who Should Attend: Managers, Supervisors and Professionals working in the healthcare industry.

***Learners are required to attend an assessment on one of the specified date(s).**

Course Title	Duration	Course Dates
<p>Develop Professional Competence</p> <p>This course aims to establish a firm foundation upon which subsequent managerial competencies can be built. It also introduces foundational elements of management in the areas of communications, decision-making and leadership styles.</p> <p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Communication effectively to influence decision-making <p>Learners certified competent in this course will be awarded one Statement of Attainment from SSG.</p>	<p>16 hours (2 days)</p>	<p>1st run: 15, 16 Apr 2021</p> <p>*Assessment: 11 / 31 May 2021</p> <p>2nd run: 5, 6 Aug 2021</p> <p>*Assessment: 2 / 3 Sep 2021</p> <p>Please visit our website or contact us to check for future course runs.</p>
<p>Build a Positive Work Environment</p> <p>This course aims to provide the learner with the knowledge and skills to identify talents as defined by the organization and by operational needs, and how to cultivate good relationships within a team. It also builds on the knowledge and skills of talent identification and interviewing, and applies these towards fostering good team relationships within a department.</p> <p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Plan, prepare and conduct interview • Build effective networks and leverage on diversity to achieve department outcomes <p>Learners certified competent in this course will be awarded two Statements of Attainment from SSG.</p>	<p>24 hours (3 days)</p>	<p>1st run: 1, 2, 3 Jun 2021</p> <p>*Assessment: 8 / 9 Jul 2021</p> <p>2nd run: 28, 29, 30 Sep 2021</p> <p>*Assessment: 21 / 22 Oct 2021</p> <p>Please visit our website or contact us to check for future course runs.</p>

Course Title	Duration	Course Dates
<p>Achieve Team Results</p> <p>This course focuses on the manager as an operations manager. It provides the learner with knowledge and skills to set targets, plan, requisition, and manage department resources, and to monitor and reward performance.</p> <p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Develop department strategies and operating plans according to organization strategies and goals • Forecast, acquire and manage resources effectively to achieve department outcomes • Develop a department budget • Define indicators of success and measure and reward performance <p>Learners certified competent in this course will be awarded three Statements of Attainment from SSG.</p>	<p>44 hours (5.5 days)</p>	<p>1st run: 8, 9 Mar, 8, 9, 29, 30 (AM) Apr 2021 *Assessment: 10 / 19 May 2021</p> <p>2nd run: 16, 17, 18, 23, 24, 25 (AM) Aug 2021 *Assessment: 23 / 24 Sep 2021</p> <p>Please visit our website or contact us to check for future course runs.</p>
<p>Develop Team Capabilities</p> <p>This course focuses on the manager as a people developer. It equips the learner with the knowledge and skills to identify capability gaps, and to build team capacity and capability through the development of junior supervisors and team leaders.</p> <p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Coach junior staff to improve performance • Develop junior staff to their full potential <p>Learners certified competent in this course will be awarded one Statement of Attainment from SSG.</p>	<p>24 hours (3 days)</p>	<p>1st run: 24, 25, 28 Jun 2021 *Assessment: 12 / 16 Jul 2021</p> <p>2nd run: 7, 8, 11 Oct 2021 *Assessment: 15 / 16 Nov 2021</p> <p>Please visit our website or contact us to check for future course runs.</p>
<p>Manage Change</p> <p>This course equips the learner with the knowledge and skills to manage change across teams in a systematic manner. Learners will learn how to plan for change, identify risks associated with change and develop risk mitigation plans, monitor and gather feedback on change initiatives.</p> <p>At the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> • Plan for change • Identify risks associated with change and develop risk mitigation plans • Monitor and gather feedback on change initiatives <p>Learners certified competent in this course will be awarded one Statement of Attainment from SSG.</p>	<p>16 hours (2 days)</p>	<p>1st run: 6, 7 May 2021 *Assessment: 10 / 11 Jun 2021</p> <p>2nd run: 9, 10 Sep 2021 *Assessment: 25 / 29 Oct 2021</p> <p>Please visit our website or contact us to check for future course runs.</p>

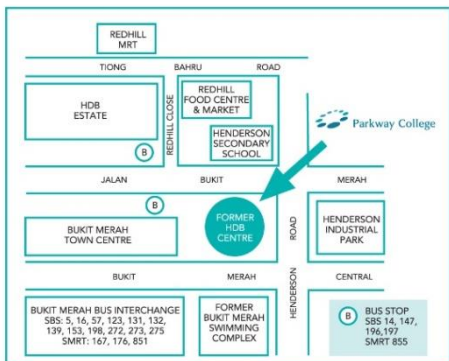
Table 1: Course Fee Funding for Individuals (with effect from 1 Oct 2015)

Type of Course	Course Level	Singapore Citizens and Permanent Residents	SkillsFuture Mid-career Enhanced Subsidy	Workfare Training Support (WTS)
			Singapore Citizens 40 years or older	Singapore Citizens (i) 35 years or older (13 years or older for PWDs); and (ii) Earn a monthly income of not more than \$2,000.
Certifiable Courses approved by SSG *Self-sponsored individuals must be ≥ 21 years old	Non-PMET	80% of course fees, capped at \$17 per hour	90% of course fees, capped at \$25 per hour	95% of course fees, capped at \$26.50 per hour
	PMET	50% of course fees, capped at \$15 per hour	90% of course fees, capped at \$50 per hour	95% of course fees, capped at \$53 per hour

Registration Information

1. To apply, please visit our website and submit an enquiry with the course title and course dates. Upon confirmation, applicants will submit the **Registration Form** by email.
2. Company-sponsored applicants must indicate the billing information.
3. Courses are subjected to a minimum participation rate and may be postponed or cancelled if the minimum class size is not met.
4. All prices indicated are inclusive of GST. SkillsFuture Singapore (SSG) Course Fee Funding is available for Singaporeans and Singapore Permanent Residents (for WSQ courses only), and are subject to meeting the criteria set by SSG.
5. Fee Protection Scheme (FPS) may be payable for these WSQ courses. For more fees details, please refer to student policies on our website.
6. Payment are accepted in Singapore currency only and can be made by PayNow transfer, telegraphic transfer, across AXS channels and cheque (made payable to Parkway College of Nursing and Allied Health Pte Ltd).
7. Parkway College reserves the right to make changes to the course agenda, course schedule and course fees when required. All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website at www.skillsfuture.sg/credit to choose from the courses available on the SkillsFuture Credit course directory.

Please visit <https://www.parkwaycollege.edu.sg> or write to enquiry@parkwaycollege.edu.sg



Our training rooms are located at:

Parkway College
168 Jalan Bukit Merah, Tower 3
#02-05 Singapore 150168

(5 minutes' walk from Bukit Merah Bus Interchange or 15 minutes' walk from Redhill MRT)

Nearest MRT:
Redhill MRT / Tiong Bahru MRT