

As the Workplace Safety and Health Act extend to cover all workplaces, every employee in the company has a part to play.

Participant will be able to possess the knowledge and skills to coordinate the implementation and maintenance of emergency preparedness and response plans. It focuses on building learners' competency in implementing, organising the evaluation and coordinating maintenance of emergency preparedness and response plans.

### COURSE OBJECTIVES

- Communicating effectively at the workplace
- Contributing towards improved teamwork
- Effective workplace negotiation skills

### COURSE OUTLINE

- Participate in workplace communication to understand and align own with organisational vision, mission and goals
- Define own roles within the team, department and organization
- Interpret, analyse and clarify information received using appropriate communication techniques
- Communicate courteously across social and cultural differences
- Cooperate and network collaboratively with supervisor in teamwork initiatives
- Understand interdependency of roles within a team and cooperate to achieve collective synergy
- Demonstrate workplace negotiation skills in resolving conflicts

### WHO SHOULD ATTEND

Those who work under directions to perform a specific set of work activities.

### METHODOLOGY

This workshop will comprise hands-on exercises, group discussions & presentation, facilitation & sharing, critique and review.

### COURSE DETAILS

**Duration:** 16hrs

**Date:** To be advice (08)

**Time:** 9am – 6pm

**Venue:** ESIS Academy (161 Lavender St, Lavender Place #02-09)

**Full Fees (incl. GST):** SGD299.60

**Funding:** (eligibility criteria apply)

**SDF** - Up to 90% funding for course fees

Application for SDF funding [www.sdf.gov.sg](http://www.sdf.gov.sg)

**SRP** – Up to 80% of hourly basic salary

Application for SRP funding [www.srp.org.sg](http://www.srp.org.sg)

### REGISTRATION FORM

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**HP:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Payment Mode (pls tick):**

Cash  Cheque  SGD \_\_\_\_\_

**To: ESIS Asia Pacific Pte Ltd**

**600 North Bridge Road #08-01 Parkview Square  
Singapore 188778**

Places are limited to provide a focused and effective learning experience. Register now to guarantee your seat. Multiple registrants from the same company are eligible for special rates. Full payment to be made to ESIS before the commencement of course.

### ADMINISTRATIVE INFORMATION

**Person in charge:** Wendy Lim

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Parkview Square Singapore 188778