

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

- Identifying and anticipating problems
- Generating and evaluating alternative solutions
- Making and taking responsibility for decisions

### COURSE OUTLINE

- Anticipate and identify problems logically, differentiating problems from symptoms, and causes  
Recognize and assess potential problem areas within an organization
- Brainstorm creatively to generate several solutions to a given problem
- Evaluate and select suitable solution options by using set criteria
- Make decisions for selecting a preferred solution  
Take ownership of the decision by developing an action plan for implementation

### 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

**Tel:** 6398 8747

**Email:** [Singapore.info@esis.com](mailto:Singapore.info@esis.com)

**Website:** [www.esis.com](http://www.esis.com)

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