

## **List of Individuals Appointed As Approved Work-Life Grant Consultants**

### **WorkPro Work-Life Grant - List of Individuals Appointed as Approved Work-Life Grant Consultants**

Under the WorkPro Work-Life Grant, only fees of consultancy services provided by an individual appointed as an Approved Consultant will be eligible for reimbursement under the Developmental Grant. Fees charged by other individuals, including those from the company associated with the approved individual, will not be reimbursed.

*(Arranged in alphabetical order.)*

*Note: The information on “Areas of Work-Life Consultancy Services Available” shown are provided by the Approved Work-Life Grant Consultants and does not represent a recommendation by the Ministry of Manpower and WorkPro Programme Partners of a particular approved individual.*

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No.	Name of Approved Consultant	Contact Details	Areas of Work-Life Consultancy Services Available	Fees	Associated Company and Appointment
1	Mr Alvin Chen	Office: 62322332 HP: 91440944 Email: <a href="mailto:admin@heydayconsultancy.com">admin@heydayconsultancy.com</a>	<ul style="list-style-type: none"> <li>• Assistance and advice on work-life issues, promoting family life and enhancing personal performance at work through motivational strategies.</li> <li>• Detailed Needs analysis using a proven psychometric system to assess business needs and employees work-life needs.</li> <li>• Qualitative and quantitative data analysis to effectively identify implementation barriers of the work-life programme and create suitable solutions / refinements.</li> <li>• Collaborative approach in designing suitable flexible work arrangements (FWAs), employee assistance and communication plan involving work-life team.</li> <li>• Provision of processes and templates such as employee rostering system and daily work progress tracking systems.</li> <li>• Complementary performance coaching for work life ambassadors to successfully implement effective work-life culture.</li> <li>• Complementary Team based Coaching to navigate change management to FWAs for leaders and decision makers.</li> <li>• Formalisation of FWAs together with HR personnel - designing of leave scheme, performance tracking and career advancement for staff under FWAs.</li> </ul>	Customised pricing structures to meet your business budget and needs	Heyday Consultancy, Principal Consultant

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2	Mr Benjamin Chan Wing Hon	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>	Negotiable	Hu-Tech Consulting, Principal Consultant
3	Mr Benson Leong	Office: 67495698 Mobile: 97322304 Email: <a href="mailto:benleong@spgp.com">benleong@spgp.com</a>	<ul style="list-style-type: none"> <li>• Work-life consultancy on development and implementation of work-life strategies and flexible work arrangements.</li> <li>• Assistance in WorkPro application and claims submission.</li> <li>• Work-Life Training.</li> </ul>	Depending on size and complexity of organisation	SP Consulting (International) Pte Ltd, Director
4	Ms Cheng Xiu Wen, Joan	Mobile: 97923056 Email: <a href="mailto:info@accorrus.com">info@accorrus.com</a>	<ul style="list-style-type: none"> <li>• Assess business needs to identify suitable flexible work arrangements (FWAs) for the organisation's operations.</li> <li>• Conduct a work-life needs assessment for employees.</li> <li>• Identify and recommend feasible and sustainable FWAs aligned to organisation's goals and address employees' needs.</li> <li>• Develop a FWA implementation plan that includes a communication plan to engage employees.</li> <li>• Implement FWA pilot within the organisation.</li> <li>• Consult relevant stakeholders on the FWA pilot.</li> <li>• Review the FWA pilot and evaluate effectiveness of FWAs.</li> <li>• Refine FWA policy and guidelines.</li> <li>• Advise on WorkPro Work-Life Grant applications, officer clarifications and claim submissions.</li> </ul>	-	Accorrus International Private Limited/ Accorrus Solution Private Limited, Senior Project Consultant

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5	Ms Chew Li Lian, Jeannie	Office: 68714041 Email: <a href="mailto:jeannie@edvantedge.com">jeannie@edvantedge.com</a>	<ul style="list-style-type: none"> <li>Needs analysis, solutioning and piloting of solutions, training of team leads and staff, follow-up and tracking of solutions, building of internal communication structures to support work-life strategies.</li> </ul>	-	Edvantedge Pte Ltd, Director
6	Ms Eileen Ng Lay Yoong	Mobile: 98767676 Email: <a href="mailto:eileen@linzconsultancy.com">eileen@linzconsultancy.com</a>	<ul style="list-style-type: none"> <li>Assist and advise on work-life issues, promoting and enabling work environment to increase productivity and performance.</li> <li>Needs analysis to assess business needs and employees work-life needs.</li> <li>Research based proposal seeking strategies and solutions to enable work-life integration.</li> <li>Design suitable flexible work arrangements (FWAs), employee engagement and communication plan involving team, stakeholders and key decision makers.</li> <li>Qualitative and quantitative data sources mined to evaluate the effectiveness of the work-life programme and make suitable refinements.</li> <li>Formalisation of FWAs.</li> <li>Work-life Grant Application to assist in the implementation of Work-Life strategies</li> </ul>	-	Linz Consultancy Pte Ltd, Chief Operating Officer
7	Ms Evelyn Kwek	Office: 63383201 Mobile: 90478275 Email: <a href="mailto:evelynkwek@thynkconsulting.com">evelynkwek@thynkconsulting.com</a>	<ul style="list-style-type: none"> <li>Partner with organisations on the full range of the work-life consultancy process, from audit and diagnosis to policy recommendations and implementation, strategic communications and recommendations to create an environment necessary to support a flexible culture.</li> </ul>	To be discussed	thYnk Consulting, Director
8	Ms Evelyn Quek	Office: 65497408 Email: <a href="mailto:evelyn@worklifepros.com">evelyn@worklifepros.com</a>	<ul style="list-style-type: none"> <li>We provide all aspects of a WL knowledge and skills based compliancy approach: our consultancy and training services cover: Application process including in-depth customised WL needs analysis; implementation of WL Pilot - pre/post tracking, evaluation &amp; recommendations; Formalisation - includes alignment with company's existing HR practices and/or development of Handbook; Communication strategies; customised WL training workshops and staff briefings e.g. FWAs and PMAs, overcoming resistance to change.</li> </ul>	Based on scope of work required	The Worklife Professionals Pte Ltd, Managing Consultant

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No.	Name of Approved Consultant	Contact Details	Areas of Work-Life Consultancy Services Available	Fees	Associated Company and Appointment
9	Ms Grace Tan Chye Tee	Office: 68035166 Email: <a href="mailto:worklife@accorrus.com">worklife@accorrus.com</a>	<ul style="list-style-type: none"> <li>Assess business needs to identify suitable flexible work arrangements (FWAs) for the organisation's operations.</li> <li>Conduct a work life needs assessment for employees.</li> <li>Identify and recommend feasible and sustainable FWAs aligned to organisation's goals and address employees' needs.</li> <li>Develop a FWA implementation plan that includes a communication plan to engage employees.</li> <li>Implement FWA pilot within the organisation.</li> <li>Consult relevant stakeholders on the FWA pilot.</li> <li>Review the FWA pilot and evaluate effectiveness of FWAs.</li> <li>Refine FWA policy and guidelines.</li> </ul>	-	Accorrus International Private Limited/ Accorrus Solution Private Limited, Project Consultant
10	Ms Goh Wee Lee	Mobile: 96520451 Email: <a href="mailto:wlgohsvc@gmail.com">wlgohsvc@gmail.com</a>	<ul style="list-style-type: none"> <li>Helps organisations, especially SMEs, strategise and implement effective work-life practices, including communication, implementation, training and evaluation plans.</li> <li>Provides work-life and personal effectiveness workshops and customised training courses.</li> <li>Complements services with HR expertise to help SMEs leverage on their HR capabilities.</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 &amp; productive work environment.</li> </ul>	\$8,000 to \$12,000 (dependent on size of organisation & complexity of requirements)	Strategic Value Consulting Pte Ltd, Managing Director/ Senior Consultant
11	Ms Helen Lim-Yang	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 work-life culture and strategies, the breadth and relevance of employee support schemes, flexible work arrangements and leave benefits in place.</li> <li>Recommendations and consultancy solutions to close gaps in culture and leadership practices, communication, and specific implementation improvement needs. Solutions may include approach to needs analysis and evaluating work-life strategies and practices, setting up of guidelines for implementing flexible work arrangements.</li> </ul>	\$18,000	ROHEI Corporation Pte Ltd, Principal Consultant

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12	Mr Hua Pak Cheong	Mobile: 84189188 Email: <a href="mailto:pakcheong.hua@thresourcegroup.asia">pakcheong.hua@thresourcegroup.asia</a>	<ul style="list-style-type: none"> <li>• Advise clients on their Work-Life Grant application process including documentation required.</li> <li>• Consult with clients on how to carry out the “6 Steps for Implementing the FWA Pilot”.</li> <li>• Consult with clients on formalizing the piloted FWAs in their HR Policy / Employee Handbook and communicate it to all employees.</li> <li>• Advise clients on how to fulfill the four grant requirements.</li> <li>• Advise clients on FWA Incentive process.</li> <li>• Conduct the Work-Life Training.</li> </ul>	-	The Resource Group Pte Ltd Senior Consultant (HR)
13	Ms Jacqueline Gwee	Office: 68532658 Mobile: 90478547 Email: <a href="mailto:jacqueline.gwee@advantage-consulting.com">jacqueline.gwee@advantage-consulting.com</a>	<ul style="list-style-type: none"> <li>• Conduct Worklife Needs Assessment (survey, interviews, focus group)</li> <li>• Measure Current Culture</li> <li>• Recommendation of appropriate FWA to meet staff needs and develop Implementation Plan</li> <li>• Development of policies and processes to implement FWA and Pilot FWA</li> <li>• Conduct of Review of Pilot results and refine policies and processes</li> <li>• Track and monitor FWA utilisation and desired outcomes</li> </ul>	\$10,000 to \$25,000 depending on scope of work	aAdvantage Consulting Group Pte Ltd, Director
14	Mr Jean-Pierre Kim Chiaverio	Office: 65497408 Mobile: 98521979 Email: <a href="mailto:kim@worklifepros.com">kim@worklifepros.com</a>	<ul style="list-style-type: none"> <li>• All aspects of work-life initiative, including assistance with application and needs analysis, pre and post pilot implementation, pilot tracking, work-life policy statement and communication rollout, company handbook design or revision, performance appraisal consulting related to FWA implementation.                             <ul style="list-style-type: none"> <li>• Also approved trainer for the mandatory project leader training.</li> </ul> </li> </ul>	Based on scope of work	The Worklife Professionals Pte Ltd, Senior Consultant

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15	Mrs Joanna Koh-Hoe	Office: 64910727 Email: <a href="mailto:Joanna.Koh@family.org.sg">Joanna.Koh@family.org.sg</a>	<ul style="list-style-type: none"> <li>• Work-life strategy formulation by business objectives.</li> <li>• Work-life needs analysis by employee life stage.</li> <li>• Designing work-life programs, including flexible work arrangements, leave and employee support schemes.</li> <li>• Formalization of work-life programmes in HR policy/manual.</li> <li>• Synergizing work-life communications and change management.</li> <li>• Performance management through job redesign and KPI setting.</li> <li>• Work-life training for management and employees.</li> <li>• Coaching for work-life ambassadors.</li> <li>• Advise on WorkPro Work-Life Grant application.</li> <li>• Integration of work-life with family life needs.</li> <li>• Review of existing work-life culture and initiatives.</li> <li>• Complementary EAP and Family Life Education (FLE).</li> </ul>	-	Focus on the Family Singapore Ltd, Chief Executive Officer
16	Mr John Chia	Mobile: 97347644 Email: <a href="mailto:jchia@synergistic-intelligence.com">jchia@synergistic-intelligence.com</a>	<ul style="list-style-type: none"> <li>• Age Management &amp; Work-Life Grant: Provide end to end consulting and support in understanding your strategic business objectives and alignment of Work-Life needs, diagnosis of issues and challenges and designing the appropriate solutions and recommendations, developing the plan and working alongside to implement project. Provide the training for staff.</li> <li>• Work Redesign: Provide advisory on the needs and issues faced in implementing Work Redesign to support flexible work arrangements (FWA).</li> <li>• Employee Compensation and Support Scheme: Provide advisory to review and redesign compensation and/ot benefits, and employee support schemes that may be needed to address staff satisfaction and productivity issues to support FWAs and ensure compliance to regulatory guidelines.</li> </ul>	On case by case as per scope for each SME	Synergistic Intelligence, Managing Consultant

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17	Mr John Quek Cheng Huat	Office: 67841482 Mobile: 97668717 Email: <a href="mailto:john@greatworksolutions.com">john@greatworksolutions.com</a>	<ul style="list-style-type: none"> <li>• Review current Work-Life policies, programmes and practices</li> <li>• Work-Life Needs Analysis: Surveys / Interviews / Workforce profiling</li> <li>• Tabulation and analysis of survey results</li> <li>• Prepare the implementation plan and schedule</li> <li>• Drafting of memos to inform employees of the FWAs</li> <li>• Monitor the pilot-run phase</li> <li>• Assist to prepare the feedback forms, collate and analyse the results</li> <li>• Revise current workplace policies to incorporate the flexi-work arrangements</li> <li>• Formalize FWAs into policy</li> <li>• Ongoing evaluation of the project till submission of final report</li> </ul>	<ul style="list-style-type: none"> <li>• \$15,000 (above 10 employees)</li> <li>• \$10,000 (for 6 to 10 employees)</li> <li>• \$5,000 (for 5 to 6 employees)</li> </ul>	Worklife Solutions Pte Ltd, Project Consultant
18	Mr Joseph Chian K L	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>	\$10,000	Viable Systems Innovation, Consulting Manager & Principal Consultant
19	Mr Lee Wenyong	Office: 69886999 Email: <a href="mailto:fwa@leewenyong.com">fwa@leewenyong.com</a>	<ul style="list-style-type: none"> <li>• Provide Work-Life Consultancy for the development and implementation of Work-Life Strategies through: Conducting Needs Analysis &amp; Identifying Suitable FWAs, Developing an Implementation and Communication plan to engage employees, Piloting selected FWAs within the organisation</li> <li>• Review, evaluate and refine FWAs for formalisation</li> </ul>	\$13,000	Lee Wenyong & Co. Private Limited, HR Director



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20	Ms Leong Lai Fong	Mobile: 97818521 Email: <a href="mailto:coachnetworks@gmail.com">coachnetworks@gmail.com</a>	<ul style="list-style-type: none"> <li>• Engage stakeholders in work-life consultancy project:               <ul style="list-style-type: none"> <li>– Assessment of needs;</li> <li>– Alignment with business objectives;</li> <li>– Adoption of solutions.</li> </ul> </li> <li>• Co-create structured and sustainable work-life implementation plans with clear focus on employees' work-life integration.</li> <li>• Report on findings and recommendation of solutions.</li> </ul>	-	CoachNetworks Pte Ltd, Director
21	Mr Raymond Wong	Mobile: 91826185 Email: <a href="mailto:raymondwong@smecentre-smf.sg">raymondwong@smecentre-smf.sg</a>	<ul style="list-style-type: none"> <li>• Conduct needs assessment</li> <li>• Review current work-life status</li> <li>• Guide to 3 pillars of work-life strategies</li> <li>• Develop and implement FWA plans</li> <li>• Propose relevant work-life strategies</li> <li>• Offer HR solutions that are linked to work-life balance concept</li> </ul>	-	SME Centre@SMF, Senior Manager
22	Ms Shubha Narayanan	Office: 67621642 Mobile: 97318395 Email: <a href="mailto:shubha@hrstrategies.com.sg">shubha@hrstrategies.com.sg</a>	<ul style="list-style-type: none"> <li>• Designing &amp; implementing flexible work arrangements</li> <li>• Job redesign, (Under workpro job redesign)</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</li> </ul>	Depends on scope of work	H.R. Strategies Pte Ltd, Managing Partner

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23	Ms Tan Bee Sin	Mobile: 90077418 Email: <a href="mailto:beesin@growthpointconsultancy.com">beesin@growthpointconsultancy.com</a>	<ul style="list-style-type: none"> <li>• Provide human capital consulting services focusing on work flexibility solutions aligned to strategic business goals and employee engagement strategy.</li> <li>• Administer the WorkPro Worklife grant services such as assess, design, develop and implement customized flexible working arrangement that meet the needs of the business and its people's work life needs.</li> <li>• Develop a FWA structure that ensures effective implementation through policy and procedure and engagement of middle management's active participation.</li> <li>• Assist companies to explore other solutions that enhance and build a workplace culture as a best place to work.</li> <li>• Provide solutions related to psychological well-being for their employees.</li> <li>• Conduct the public-run Worklife workshop on initiating and implementing the FWA strategy.</li> </ul>	-	Growth Point Consultancy Pte Ltd, Director
24	Mr Tan Jun Hao, Fabian	Mobile: 93214516 Email: <a href="mailto:Fabian@inspiriahub.com">Fabian@inspiriahub.com</a>	<ul style="list-style-type: none"> <li>• Review current company situation and conduct needs analysis.</li> <li>• Develop, implement and communicate effective work-life strategies (Flexible Work Arrangements - FWAs).</li> <li>• Train management and work-life team on relevant strategies to enhance business success with work-life strategies.</li> <li>• Train supervisors on change management to manage and engage employees on FWAs.</li> <li>• Employee coaching for change management and personal effectiveness.</li> <li>• Evaluate project, revise and formalise FWAs into HR policy.</li> <li>• Complement services with HR and business consulting expertise to help develop sound strategies, streamline operations to recruit, develop and retain staff.</li> </ul>	-	Inspiria Pte Ltd, Senior Consultant

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25	Ms Tang Mun Har	Mobile: 96602581 Email: <a href="mailto:munhar.tang@resource-consultant.com">munhar.tang@resource-consultant.com</a>	<ul style="list-style-type: none"> <li>• Provide work-life solutions that are fully assimilated to the company's HR policies and practices by adopting a structured methodology - starting with thorough needs assessment, cost-benefit analysis to customising solutions to suit specific industry requirements and company cultures. We believe that our HR experience and comprehensive approach to talent acquisition, assessment, management and development, will enable us to support our clients not just in work-life advisory but in making people their sustainable source of competitive advantage whilst managing rising costs.</li> </ul>	-	Resource Consulting Pte Ltd, Director
26	Mr Victor Koh Yau Liong	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> </ul>	-	Brainergy International Pte Ltd, Chief Consultant/ Trainer
27	Mr Victor Yeow Tee Siong	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>	-	Awareness Optimization Maker Pte Ltd
28	Ms Yeo Miu Ean	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>	-	Charistal Pte Ltd, Chief Success Officer

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29	Mr Yew Ming Hock	Office: 67463672 Email: <a href="mailto:minghock@nexusquest.com.sg">minghock@nexusquest.com.sg</a>	<ul style="list-style-type: none"> <li>• Assessing work-life needs.                             <ul style="list-style-type: none"> <li>- Employee work-life needs survey.</li> <li>- Employee profiling.</li> <li>- Job analysis.</li> </ul> </li> <li>• Developing work-life strategy.                             <ul style="list-style-type: none"> <li>- Developing work-life strategies, policies and programs.</li> <li>- Developing work-life manuals/SOPs.</li> </ul> </li> <li>• Implementing work-life programs.                             <ul style="list-style-type: none"> <li>- Customized in-house work-life training.</li> <li>- nfocomm Technology (ICT) for work-life implementation.</li> <li>- Implementation effectiveness monitoring.</li> </ul> </li> </ul>	-	Nexus Quest Pte Ltd, Director