

List of Individuals Appointed As Approved Work-Life Grant Trainers

WorkPro Work-Life Grant - List of Individuals Appointed as Approved Work-Life Grant Trainers

Under the WorkPro Work-Life Grant, only fees of training provided by an individual appointed as an Approved Trainer 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 “Course Outline” shown are provided by the Approved Work-Life Grant Trainers and does not represent a recommendation by the Ministry of Manpower and WorkPro Programme Partners of a particular individual.

No.	Name of Approved Trainer	Contact Details	Course Outline	Course Details	How to Register	Associated Company and Appointment
1	Mr Benson Leong	Office: 67495698 Mobile: 97322304 Email: benleong@sppg.com	<u>Training Course: Implementing Work-Life Integration</u> <ul style="list-style-type: none"> • What is work-life strategy? • Business case for work-life strategy. • Development phases for a work-life integration programme. • Employee needs assessment. • Communicate and implement the work-life programmes. • Evaluate the effectiveness of the work-life programmes. • Barriers and success factors. • Briefing on the WorkPro scheme. 	<ul style="list-style-type: none"> • 1 day • \$350 (subject to GST) per pax 	<ul style="list-style-type: none"> • To register, contact the training administrator at 67495698 or email admin@sppg.com. 	SP Consulting (International) Pte Ltd, Director

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No.	Name of Approved Trainer	Contact Details	Course Outline	Course Details	How to Register	Associated Company and Appointment
2	Ms Cheng Xiu Wen, Joan	Mobile: 97923056 Email: info@accorrus.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work life strategy? • Understand the various types of flexible work arrangements (FWAs). • Assess which FWAs is most suitable for your organisation. • Conduct a proper work-life needs analysis. • How to successfully implement and formalise work-life arrangements in your organisation. • Develop a FWA application process for your organisation. • Roles and responsibilities of managers and supervisors in work-life initiatives. • Performance Management for FWA programme. • Identify the critical success factors and barriers in implementing work-life initiatives. • How to plan and execute successful claims for the Work-Life Grant. • What to note for Work-Life Grant claims. 	<ul style="list-style-type: none"> • Duration and cost to be decided with client depending on the scope to be covered. 	<ul style="list-style-type: none"> • To register for the course, contact Ms Joan Cheng at info@accorrus.com. 	Accorrus International Private Limited/ Accorrus Solution Private Limited, Senior Project Consultant

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3	Ms Chew Li Lian, Jeannie	Office: 68714041 Email: jeannie@edvantedge.com	<p><u>Training Course</u> (Depending on the needs of the client, training topics will be scoped accordingly)</p> <ul style="list-style-type: none"> • Understanding Work-Life, Managing Teams. • Why work-life strategy & flexible work arrangements? <ul style="list-style-type: none"> – Business case for work-life strategy. • What are the work-life needs of your staff? <ul style="list-style-type: none"> – Employee needs assessment: applied EDGEx© Design Thinking. – Understanding the multi-generational workforce. • How do I design work-life strategies? <ul style="list-style-type: none"> – Current practices across different industries and organisation types. – Development phases of work-life strategies: applied EDGEx© Design Thinking. – Understanding the foundations of a good team: The Five Behaviours of a Cohesive Team©. – Developing policies, guidelines and processes to achieve the Five Behaviours© in work-life strategies. – Online and offline tools, platforms, apps and resources that facilitate the Five Behaviours© in work-life strategies. – Team leader’s role and tools in implementing work-life strategies. – Work-Life Grant: overview, its components and how to apply. 	<ul style="list-style-type: none"> • Range from 2 hours talk to multiple day training workshops • From \$500 per pax 	<ul style="list-style-type: none"> • To register, contact Ms Chew Li Lian Jeannie at 68714041 or email jeannie@edvantedge.com. 	Edvantedge Pte Ltd, Director

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5	Ms Goh Wee Lee	Mobile: 96520451 Email: wlgohsvc@gmail.com	<p><u>Training Course: Implementing Work-Life Integration</u></p> <ul style="list-style-type: none"> • Understand work-life integration. <ul style="list-style-type: none"> - Global trends in work-life integration. - Singapore's experience. - Case for work-life strategy. - Features and benefits of work-life options. - Framework for work-life strategy implementation. • Appreciate work-life needs. <ul style="list-style-type: none"> - Aspirations and needs of the multi-generational workforce. - Learn from others in redesigning work to facilitate flexible work arrangements (FWA). • Create a conducive environment. <ul style="list-style-type: none"> - Role of organisation, managers and employees in building trust and engagement. • Address work-life needs. <ul style="list-style-type: none"> - Assess work-life needs. - Cost-benefit analysis of work-life programs. - Establish expectations and performance standards. - Develop policies, guidelines and processes. - Useful work-life related legislation, tools and resources (checklists, templates, etc). • Manage work-life needs. <ul style="list-style-type: none"> - Engage employees and evaluate performance. - Manage outcomes and challenges. - Communicate and influence. - Measure effectiveness. - Review and fine-tune processes. • Assess flexible management practice. <ul style="list-style-type: none"> - Flexible management self-assessment. • Plan for the future. <ul style="list-style-type: none"> - Application process for funding from relevant authorities. <p>Implement FWAs.</p>	<ul style="list-style-type: none"> • 1 day. • \$650 per pax. 	<ul style="list-style-type: none"> • To register for public courses and customised courses, email Ms Goh Wee Lee at wlgohsvc@gmail.com. 	Strategic Value Consulting Pte Ltd, Senior Consultant & Managing Director

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6	Ms Helen Lim-Yang	Office: 67169709 Mobile: 81337763 Email: helen.lim-yang@rohei.com	<u>Training Course</u> <ul style="list-style-type: none"> • Appreciating the benefits, trends and business case of work-life integration. • Understanding the work-life framework. • Appreciating the key enablers of implementation success: culture, communication, clarity. • Equipping managers and supervisors in evaluating flexible work arrangements and establishing guidelines for sustained efforts. 	<ul style="list-style-type: none"> • 1 day. • \$400 per pax for public run. • \$6,000 per class for in-house run (up to 15 pax). 	<ul style="list-style-type: none"> • To register, contact Ms Helen Lim-Yang at 671697909 (Office)/ 81337763 (Mobile) or email helen.lim-yang@rohei.com. 	ROHEI Corporation Pte Ltd, Principal Consultant
7	Mr Hua Pak Cheong	Mobile: 84189188 Email: pakcheong.hua@theresourcegroup.asia	<ul style="list-style-type: none"> • Definition, perspective & examples of FWA • Drivers for adopting FWAs • Common concerns in implementing FWAs • Differences between work-life balance and work-life integration • Roles & responsibilities of a Work-Life Ambassador • Scope & requirements of a FWA project • The six (6) steps for implementing the FWA Pilot • Formalizing the FWA Pilot into your HR Policy 	<ul style="list-style-type: none"> • 1 day. • \$300 per pax. 	<ul style="list-style-type: none"> • To register, contact SHRI's Executive for Corporate Solutions, Ms Ivy Png at ivy@shri.org.sg for course dates, registration procedures and other details. 	Singapore Human Resource Institute, Associate Consultant

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8	Mr Ian Chung Chuen Yuen	Mobile: 92728933 Email: ianchung@medialab.com.sg ; ianchungcy@gmail.com	<p><u>Training Course 1: How to embark a successful FWA? Is your Company Suitable For it?</u></p> <ul style="list-style-type: none"> • What are flexible work arrangements (FWA) and the WorkPro Programme? • Introduction to Steps for Implementation • Employers Expectation and Corporate Culture • HR Policies and Talent Management • Job Suitability Study • Employee Needs Assessment and Focus Group discussions • Cost benefits Analysis • Stakeholder Expectation and Support Gathering • Critical Success Factors in Implementing a Flexible Work Arrangement <ul style="list-style-type: none"> • Understand Work Life Program and Employee Support Schemes 	<ul style="list-style-type: none"> • 1 day/8 hours. • \$1,000 per course. 	<ul style="list-style-type: none"> • To register, contact Mr Ian Chung at 92728933, or Mr Chee at 96833533. 	Media Lab
9	Mr Jean-Pierre Kim Chiaverio	Office: 65497408 Email: kim@worklifepros.com	<p><u>Training Course</u></p> <ul style="list-style-type: none"> • What is work-life effectiveness? • Benefits of work-life initiatives. • Role of work-life manager. • Work-life options. • Benchmark studies. • Work-life strategies in Singapore. • Needs assessment and tools. • Measure benefits. • Work-life as part of organisational strategy. • Implementation process. • Resistance to work-life initiatives. • Evaluate work-life strategy. • Resources that support implementation. 	<ul style="list-style-type: none"> • Up to 1.5 days. • \$750 per pax or \$1300 for two pax. 	<ul style="list-style-type: none"> • To register, visit www.worklifepros.com. 	The Worklife Professionals Pte Ltd, Senior Consultant

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No.	Name of Approved Trainer	Contact Details	Course Outline	Course Details	How to Register	Associated Company and Appointment
10	Mrs Joanna Koh-Hoe	Office: 63361444 Email: focus@family.org.sg	<p><u>Training Course 1: Getting to the Heart of Success: Implementing a winning work-life strategy</u></p> <ul style="list-style-type: none"> • Identifying the business case for work-life. • Crafting a work-life strategy by life stage. • Implementing flexible work arrangements (FWAs). • Communicating work-life. • Key success factors for work-life excellence. <p><u>Training Course 2: Managing an Energized and Engaged Workforce: Creating a win-win work-life culture (For supervisors)</u></p> <ul style="list-style-type: none"> • Understanding work-life. • Wiring up the team through FWAs. • Managing personal and team FWAs. • Work-life policies and practices (for FWAs). • Performance management in a flexi culture. 	<ul style="list-style-type: none"> • Min. 2 hours (customized to client). • From \$500 per pax or \$2,000 per workshop. 	<ul style="list-style-type: none"> • To register, email Gena Chua at Gena.Chua@family.org.sg. 	Focus on the Family Singapore Ltd, Chief Executive Officer

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11	Mr John Chia	Mobile: 97347644 Email: jchia@synergistic-intelligence.com	<p><u>Training Course</u> (for Work-life Ambassador and Project Manager)</p> <ul style="list-style-type: none"> • Understand work-life strategies & flexible work arrangements (FWA) fundamentals. • Role of work-life ambassador. • Defining the FWA project framework. • Planning phase. <ul style="list-style-type: none"> - Diagnose FWA needs. - Develop FWA solutions. - Develop the FWA project plan. • Execution phase. <ul style="list-style-type: none"> - Train employees to implement FWAs and manage related issues. - Pilot FWAs. • Control phase. <ul style="list-style-type: none"> - Monitor and refine implementation/ Conduct progress consultation meeting. • Closure phase <ul style="list-style-type: none"> - Lesson and best practices for future roll out. 	<ul style="list-style-type: none"> • 1 day classroom, 1.5 hours follow-up support on pilot project (optional) • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email Mr John Chia at jchia@synergistic-intelligence.com or admin@synergistic-intelligence.com. • Mail your cheque to 605 Macpherson Road, Citimac, Block A #08-07D, Singapore 368240. 	Synergistic Intelligence, Managing Consultant

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12	Mr John Quek	Mobile: 97668717 Email: john@greatworksolutions.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work-life strategy? • Make the business case for work-life strategy. • Work-life options (flexible work arrangements (FWAs), leave benefits, employee support schemes): Benefits/features. • Assess the work-life needs of employees using existing HR records/ data, surveys, focus groups. Analysing results, writing reports etc. • Implement work-life programmes including writing guides and preparing/ training the stakeholders. • Redesign work to facilitate FWAs. • Manage employees on FWAs • Market work-life initiatives. • Cost-benefit analysis. • Evaluate effectiveness of work-life programmes. • Understand the criteria for the Work-Life Grant under the WorkPro scheme. 	<ul style="list-style-type: none"> • 1.5 days. • \$400 (nett) per pax. 	<ul style="list-style-type: none"> • To register, email Mr John Quek at john@greatworksolutions.com or Ms Patricia at patricia@greatworksolutions.com. • Indicate date of workshop: <ul style="list-style-type: none"> - 18th & 19th Mar 2015. - 22nd & 23rd Jul 2015. - 18th & 19th Nov 2015. • Furnish the following information: Company name; Billing address; Participant's name (to appear on certificate); Designation; Contact details; Office; Mobile; Email. 	Worklife Solutions, Project Consultant

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13	Mr Johnny Lee Siew Mun	Mobile: 97856255 Email: johnny@mindlifeconsulting.com	<p><u>Training Course</u> <u>Implementation of Flexible Work Arrangements (FWA)</u></p> <ul style="list-style-type: none"> • Roles and Responsibilities of a Work-life Ambassador. • Understand work-life strategy. • Why companies address work-life issues? • What work-life options are available to you? • How to gather relevant information and conduct needs assessment. • How to gain support for your initiatives. • How to synthesise findings and make recommendations. • How to market and communicate your programs. • How to develop written descriptions, guidelines and policies. • What are the training needs for project leader and managers? • How to evaluate the effectiveness of programs. • Understand and learn how to successfully apply for Work-Life Grant. <p><u>Managing Flexible Work Arrangements</u></p> <ul style="list-style-type: none"> • Strategies for managers – “do” and “don’t” tips for managing FWAs. • Communication strategies for FWAs – “off-line” and “on-line” tips. • Negotiate and monitor flexibility. • Performance management techniques for FWAs. • Manage relationships with colleagues and teams in a flexibility environment. • Motivation techniques for continuous improvement. 	<ul style="list-style-type: none"> • 1 day. • Dates: <ul style="list-style-type: none"> • 21st March 2016 • 9th May 2016 • 11th July 2016 • 5th September 2016 • 21st November 2016 • \$600 per pax. • \$400 per pax for subsequent participants from the same organisation. • \$4000 per class (in-house) up to 20 pax. 	<ul style="list-style-type: none"> • To register, contact Mr Johnny Lee at 97856255 or email johnny@mindlifeconsulting.com. 	Mindlife Consulting International LLP, Principal Consultant

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14	Mr Joseph Chian K. L.	Mobile: 90212278 Email: visit@singnet.com.sg	<u>Training Course</u> <ul style="list-style-type: none"> • Work-life project leader's and champion's roles & responsibilities. • Work-life issues and relationship to business goals. • Work-life needs assessment. • Work-life goal setting and strategies development. • Work-life programme planning and communication. • Work-life implementation and monitoring. • Work-life performance management. • Work-life evaluation and review for improvement. • Application for Work-Life Grant. • Preparation for Work-Life Grant claim. 	<ul style="list-style-type: none"> • 1 day. • \$800 (nett) per pax.pak cheong • 	<ul style="list-style-type: none"> • To register, contact Mr Joseph Chian at 90212278 or email visit@singnet.com.sg. 	Viable Systems Innovation, Consulting Manager & Principal Consultant

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15	Ms Leong Lai Fong	Mobile: 97818521 Email: coachnetworks@gmail.com	<p><u>Training Course CHF1: Flexignition -Achieving Work-Life Success through Flexible Work Arrangements (FWA) (In-House Workshop for Managers and Supervisors)</u></p> <ul style="list-style-type: none"> • Understand the importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF2: Flexignition -Achieving Work-Life Success through FWAs (In-House Workshop for Staff)</u></p> <ul style="list-style-type: none"> • Understand Importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF3: Flexignition -Achieving Work-Life Success through FWAs (In-House Seminar for Staff)</u></p> <ul style="list-style-type: none"> • Understand importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. 	<ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 2 hours. • \$900 per seminar, up to 50 participants (includes trainer and materials). 	<ul style="list-style-type: none"> • To register, email coachnetworks@gmail.com 	Charistal Pte Ltd, Associate Trainer

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16	Mr Lee Chun Kit	Office: 68421006 Mobile: 91691006 Email: leekit@learnershub.com	<u>Training Course</u> <ul style="list-style-type: none"> • What is work-life strategy – importance & benefit. • How to implement work-life strategy. <ul style="list-style-type: none"> – Step 1: Establish the need. – Step 2: Assess business needs and employee’s work-life need. – Step 3: Implement work-life program (flexible work arrangements (FWAs), leave benefits, employee support schemes). • Develop a communication plan. • Evaluate work-life program. • Case study. • Key success factor. 	<ul style="list-style-type: none"> • 1 day. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email sales@learnershub.com. • Make course payment online or by cheque. 	Learners Hub Pte Ltd, Principal Consultant
17	Mr Lee Wenyong	Office: 69886999 Email: fwa@leewenyong.com	<u>Training Course</u> <ul style="list-style-type: none"> • An introduction to flexible work arrangements (FWA). • Employee eligibility assessment. • Guidelines for effective and productive FWAs. • The four types of flexible schedule and how to implement it. • How to implement compressed work week. • How to implement job sharing. • How to implement tele-commuting, maximising technology, and minimising rent. • How to implement a reduced hours program. • How to manage sabbaticals. • Principles of effective FWAs workplace practice. • How employees can apply for FWAs. • Essential components of FWA proposal. • For employees: The typical process when applying for FWA. • For employers: The typical process when approving FWAs. • Modification or termination of FWAs. 	<ul style="list-style-type: none"> • 2 hours of classroom training, 2 hours of online training and 1 hour of online assessment. • \$30 per pax. 	<ul style="list-style-type: none"> • To register, visit leewenyong.com. 	Lee Wenyong & Co. Private Limited, HR Director

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18	Ms Shubha Narayanan	Office: 67621642 Mobile: 97318395 Email: info@hrstrategies.com.sg	<u>Training Course:</u> <ul style="list-style-type: none"> • Training managers and employees to implement flexible work arrangements (FWAs). • Manage virtual workforce. • Manage multi-generational workforce (older and younger). • Training to redesign jobs. • Change management skills to implement FWAs. • Secrets to implementing FWAs effectively. • Develop performance measures. • Selection without bias. • Build diversity and drive inclusion. • Leading diverse teams. 	<ul style="list-style-type: none"> • Duration and cost to be decided with client. 	<ul style="list-style-type: none"> • To register, email Ms Shubha Narayanan at info@hrstrategies.com.sg. 	H.R. Strategies Pte Ltd, Managing Partner
19	Ms Tan Bee Sin	Mobile: 90077418 Email: beesin@growthpointconsultancy.com	<u>Training Course:</u> <ul style="list-style-type: none"> • Assessment of business needs and employees needs on workplace flexibility: Current context, challenges, gaps and goals. • General understanding of common flexible working arrangements (FWA) options. • Designing suitable FWAs for your employees, to meet business and employee needs and grant requirements. • Successful planning of a pilot-run project: Key considerations, project implementation deliverables, communication plan and buy-in from key stakeholders. • Case examples from different industries. 	<ul style="list-style-type: none"> • 1 day. • \$500 per pax. (Held at Bayview Hotel. Lunch and refreshments included.) 	<ul style="list-style-type: none"> • To register, contact Ms Tan Bee Sin at 90077418 or email beesin@growthpointconsultancy.com. 	Growth Point Consultancy Pte Ltd, Director

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20	Mr Thomas Allyn Farmer	Mobile: 90889481 Email: tfarmer@freelancetotalrewards.com	<p><u>Training Course 1: Implement Flexible Work Arrangements (for HR)</u> By the end of the session, participants should be able to:</p> <ul style="list-style-type: none"> • Describe common flexible work arrangements (FWA), their features, and reasons for using them. • Conduct an assessment to determine the company's need for FWAs. • Explain flexi-place arrangements, and develop a work-at-home policy. • Explain flexi-time, and develop a flexible work schedule policy. • Explain flexi-load and implement part-time arrangements. • Develop and present a business case for a FWAs. • Pilot and implement FWAs, including documentation, manager training and employee communication. • Evaluate FWAs, identify risks and address risks to ensure ongoing effectiveness. <p><u>Training Course 2: Manage Flexible Work Arrangements (for line managers)</u> By the end of the session, learners should be able to:</p> <ul style="list-style-type: none"> • Describe common flexible work arrangements (FWA), their features, and reasons for using them. • Assess which types of FWAs may benefit their department or business unit internally. • Evaluate external/customer impact of implementing FWAs. • Establish rules or guidelines for reviewing and approving requests for FWAs in their department or unit. • Maximise productivity, performance and teamwork for FWAs. • Improve, modify or end FWAs that are not working. <p>Communicate effectively with employees and customers regarding FWAs.</p>	<ul style="list-style-type: none"> • 2 days. • \$1,177 (including 7% GST) <ul style="list-style-type: none"> • 1 day • \$631.30 (including 7% GST) 	<ul style="list-style-type: none"> • To register, visit www.snef.org.sg and under the 'Flexible Work Arrangements (FWA)' category, click on the dates for the course. 	Freelance Total Rewards Pte Ltd
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21	Mr Victor Koh Yau Liong	Office: 62816823 Mobile: 96805395 Email: victory@brainergy.biz	<u>Training Course:</u> <ul style="list-style-type: none"> • The roles and responsibilities of a work-life ambassador/manager. • Build a business case and convince management to adopt work-life strategies in the organisation. • Develop and conduct work-life needs assessment. • Select the most appropriate work-life programme. • Write work-life policies. • Apply for Work-Life Development Grant successfully. • Prepare for the Work-Life Development Grant claims and FWA Incentive. 	<ul style="list-style-type: none"> • 1 day. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, email Mr Victor Koh at victory@brainergy.biz. 	Brainergy International Pte Ltd, Chief Consultant/ Trainer
22	Mr Victor Yeow Tee Siong	Mobile: 98569891 Email: victor_yeow@hotmail.com	<u>Training Course Day 1- Making Flexible Work Arrangements (FWA) Work for Your Business</u> <ul style="list-style-type: none"> • Making sense of the new normal in today's world, work and life. • Flexibility, adaptability, innovation, creativity and productivity in synergy. • Work-life harmony in the equation for business and personal success. • Getting ready for a new way of managing businesses and employees. • Success factors for implementing practical FWAs and its ROI. • Practical ideas, policy, tools and techniques. • Build a FWA engagement and implementation strategy that works for your organisation. <u>Day 2- Managing FWA at the Workplace for a Win-Win Outcome</u> <ul style="list-style-type: none"> • Performance management as an issue. • It's always about people. • Recharging batteries and embracing sustainability as a strategy. • Case studies on issues others have faced. • Summary and taking it all back to the workplace. 	<ul style="list-style-type: none"> • 2 days. • \$800 per pax. 	<ul style="list-style-type: none"> • To register, contact Mr Victor Yeow at 98569891 or email victor_yeow@hotmail.com. 	Awareness Optimization Maker Pte Ltd

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23	Ms Yeo Miu Ean	Office: 62512550 Email: eanyeo@singnet.com.sg	<p><u>Training Course CHF1: Flexignition -Achieving Work-Life Success through Flexible Work Arrangements (FWA) (In-House Workshop for Managers and Supervisors)</u></p> <ul style="list-style-type: none"> • Understand the importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF2: Flexignition -Achieving Work-Life Success through FWAs (In-House Workshop for Staff)</u></p> <ul style="list-style-type: none"> • Understand Importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. <p><u>Training Course CHF3: Flexignition -Achieving Work-Life Success through FWAs (In-House Seminar for Staff)</u></p> <ul style="list-style-type: none"> • Understand importance of work-life integration. • Learn about various FWAs. • Understand implementation considerations. • Plan actions for successful implementation of FWAs in organisation. 	<ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 4 hours. • \$1,500 per workshop, up to 25 participants (includes trainer and materials). <ul style="list-style-type: none"> • 2 hours. • \$900 per seminar, up to 50 participants (includes trainer and materials). 	<ul style="list-style-type: none"> • To register, email Ms Yeo Miu Ean at eanyeo@singnet.com.sg. 	Charistal Pte Ltd, Chief Success Officer

List of Individuals Appointed As Approved Work-Life Grant Trainers

No.	Name of Approved Trainer	Contact Details	Course Outline	Course Details	How to Register	Associated Company and Appointment
24	Ms Yew Bee Hoay, Wendy	Office: 69092180 Mobile: 92287126 Email: wendy@grape-media.com	<p><u>Training Course 1: Implementing Work-Life in your Organisation</u></p> <ul style="list-style-type: none"> • Understand Work-Life Strategy and 21st Century Integration. • Identify Flexible Work Arrangements (FWA) and purpose for adopting FWA. • Conduct Needs Analysis and FWA planning. • Developing a FWA Implementation Plan. • Short-term and long-term change to ensure suitability and Feasibility of FWA to be implemented. <p><u>Training Course 2: Better Work-Life. Better Workplace</u> (Mandarin Class Available 可安排中文授课) <u>培训课程：优越的灵活性质·卓越的工作职场</u></p> <ul style="list-style-type: none"> • Overview of Workpro and Work-Life Grant. • Identify Flexible Work Arrangements (FWA) purpose and goals for adopting FWA. • Perform appointment of Work-Life ambassador. • Establish the needs, scope and requirement of a FWA project. • Developing a FWA Implementation Plan. • Piloting and communication of Work-life strategies and integration plan to employees. • Employer litigation when implement FWA. • Redesigning work to facilitate FWA. • Develop a method to track and assess effectiveness to evaluate and refine pilot plan. • Review lessons learnt to refine for future FWA implementation. • Evaluating case and identify best practice. • Reflections. 	<ul style="list-style-type: none"> • ¼ day (4-hour workshop including tea break) at \$299 per pax. • 1 day (8-hour workshop including tea break) from \$680 per pax. • In-house training from \$4,800/ \$6,800 depending on requirement. 	<ul style="list-style-type: none"> • To register, email worklifetraining@grape-media.com. • Visit www.grape-media.com for more information. 	Grape Media Inc (Member of Walleton Holdings Pte Ltd), Principal Consultant and Trainer

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25	Mr Yew Ming Hock	Office: 67463672 Email: minghock@nexusquest.com.sg	<u>Training Course</u> <ul style="list-style-type: none"> • Work-Life Harmony and Strategy – What does it mean? • Why is a Work-Life Strategy needed? • The Work-Life Strategy Framework. • Assessing Work-Life Needs. • Developing Work-Life Strategy. • Developing Work-Life Programs. • Implementing and Evaluating Effectiveness of Work-Life Strategy. 	<ul style="list-style-type: none"> • 1 day. • From \$350 (up to 10 pax per class.) 	<ul style="list-style-type: none"> • To register, email minghock@nexusquest.com.sg. 	Nexus Quest Pte Ltd, Director