

## Overview of NACE Training Programmes

### Workplace Learning Blueprint Development

- Build skills to develop OJT blueprints for different types of job roles using Skills Framework
- Incorporate the needs of different stakeholders when developing OJT blueprints and make appropriate adjustments
- Assess OJT blueprints against identified competencies

Full Programme Fee (inclusive of GST):	\$834.60
Singapore Permanent Resident:	\$250.38
Singapore Citizen < 40 years old:	\$250.38
Singapore Citizen ≥ 40 years old:	\$94.38
Singapore Citizen & PR under SME:	\$94.38

### Training Needs and Skills Gap Analysis

- Understand the elements involved in a Training Needs Analysis (TNA)
- Identify the skills and competencies required in job roles using Skills Framework and other recognised skills frameworks to all stakeholders
- Conduct TNA and skills gap analysis and provide recommendations to close performance gaps

Full Programme Fee (inclusive of GST):	\$1273.30
Singapore Permanent Resident:	\$381.99
Singapore Citizen < 40 years old:	\$381.99
Singapore Citizen ≥ 40 years old:	\$143.99
Singapore Citizen & PR under SME:	\$143.99

### Effective Coaching for Workplace Trainers

- Develop a workplace coaching plan
- Identify objectives of workplace coaching to suit different types of employees
- Conduct coaching using different coaching approaches, demonstrating effective communication and feedback techniques

Full Programme Fee (inclusive of GST):	\$952.30
Singapore Permanent Resident:	\$285.69
Singapore Citizen < 40 years old:	\$285.69
Singapore Citizen ≥ 40 years old:	\$107.69
Singapore Citizen & PR under SME:	\$107.69

### Mentoring for the Workplace

- Understand the benefits and challenges of workplace mentoring
- Use appropriate types and models of mentoring and deploy the different mentoring tools
- Conduct the different phases of the mentoring process – Preparation, Negotiation, Enabling and Closing

Full Programme Fee (inclusive of GST):	\$952.30
Singapore Permanent Resident:	\$285.69
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## NACE Training Calendar July – December 2021

Programmes	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Workplace Learning Blueprint Development	5 – 6	2 – 3	8 – 9	4 – 5	1 – 2	6 – 7
Training Needs and Skills Gap Analysis	12 – 13	11 – 12	13 – 14	7 – 8	18 – 19	13 – 14
Effective Coaching for Workplace Trainers	21 – 22	16 – 17	20 – 21	11 – 12	15 – 16	20 – 21
Mentoring for the Workplace	28 – 29	25 – 26	22 – 23	20 – 21	17 – 18	1 – 2

# Workplace Learning Blueprint Development

*Enhance your workplace learning efforts!  
Learn to Codify your Best Practices and Beat the Competition!*

## National Centre of Excellence for Workplace Learning

Nanyang Polytechnic Block D1, Level 4  
180 Ang Mo Kio Avenue 8 Singapore (569830)

### Duration: 9 am – 5 pm (Two-day programme)

- 5 – 6 Jul 2021
- 8 – 9 Sep 2021
- 1 – 2 Nov 2021
- 2 – 3 Aug 2021
- 4 – 5 Oct 2021
- 6 – 7 Dec 2021

Total Programme Fee (inclusive of prevailing GST): \$834.60  
 Singapore Permanent Resident (After 70% subsidy): \$250.38  
 Singapore Citizen < 40 years old (After 70% subsidy): \$250.38  
 Singapore Citizen ≥ 40 years old (After 90% subsidy): \$94.38  
 Singapore Citizen & PR under SME (After 90% subsidy): \$94.38

### ► Key benefits from attending the programme

This training programme will equip learners with comprehensive knowledge and skills needed to design a structured On-the-Job Training (OJT) blueprint for the workplace. It will cover topics such as techniques to identify the scope of work, concepts to properly design assessment criteria and processes to impart skills via workplace training, key success factors in developing a good blueprint, development of a comprehensive OJT checklist, and how to review and evaluate the effectiveness of OJT in the organisation.

### Learning Outcomes

- Identify the objectives of workplace learning
- Understand the principles of an effective OJT blueprint
- Develop OJT blueprints for different types of roles
- Apply Skills Frameworks into OJT blueprint development when possible
- Incorporate the needs of different stakeholders when developing OJT blueprints and adjust blueprints accordingly
- Assess OJT blueprints against identified competency for roles and adjust OJT learning strategies to drive learning retention for learners
- Identify potential challenges and obstacles to implementing OJT blueprints designed for workplace learning



### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to develop structured OJT blueprints and help organisation enhance their knowledge management.

Given safety concerns arising from the COVID-19 situation, all training programmes are currently scheduled to be held virtually, in a **synchronised e-learning mode**. This may be subject to changes (to classroom-based training with social distance) based on guidelines from SkillsFuture Singapore and we will keep you informed on our website.

The health and well-being of our learners are our top priority. This principle has guided all our decisions as we continue to respond to the current outbreak.



### Contact NACE:

☎ 6550 0066  
 ✉ [nace@nyp.edu.sg](mailto:nace@nyp.edu.sg)  
 🌐 [www.nace.edu.sg](http://www.nace.edu.sg)

# Training Needs and Skills Gap Analysis

**Focus on the right areas for training and development!**  
**Drive workplace learning to achieve organisational performance objectives!**

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- 12 – 13 Jul 2021
- 13 – 14 Sep 2021
- 18 – 19 Nov 2021
- 11 – 12 Aug 2021
- 7 – 8 Oct 2021
- 13 – 14 Dec 2021

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### ► Key benefits from attending the programme

This training programme will help learners understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. Conducting a TNA helps organisations focus on the right areas to train and prioritise training efforts; a TNA will hone in on what skills are needed for different job roles, evaluate the skills of current employees and highlight the skills gaps that need to be supported with learning and development. This helps align training efforts with key organisational performance objectives.

### Learning Outcomes

- Understand the elements involved in a Training Needs Analysis (TNA)
- Aligns training with organisational performance objectives
- Identify the skills and competencies required in job roles using Skills Framework and other recognised skills frameworks to all stakeholders
- Provide advise on possible learning plans and solutions to be implemented
- Develop training and non-training recommendations
- Conduct TNA and skills gap analysis
- Assess critical performance gaps



### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to conduct training needs and skills gap analysis, seeking to enhance organisational performance and improve training techniques.

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# Effective Coaching for Workplace Trainers

*Engage, Energise and Enhance Employee Performance through  
Effective Workplace Coaching!*

## National Centre of Excellence for Workplace Learning

Nanyang Polytechnic Block D1, Level 4  
180 Ang Mo Kio Avenue 8 Singapore (569830)

### Duration: 9 am – 5 pm (Two-day programme)

- 21 – 22 Jul 2021
- 20 – 21 Sep 2021
- 15 – 16 Nov 2021
- 16 – 17 Aug 2021
- 11 – 12 Oct 2021
- 20 – 21 Dec 2021

Total Programme Fee (inclusive of prevailing GST): \$952.30  
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### ► Key benefits from attending the programme

This training programme will help learners develop the skills and knowledge required to be an effective coach for workplace learning. Workplace coaches attending will learn how to use effective coaching methods to engage employees to identify performance gaps, address learning barriers and employ effective learning strategies to reach for optimum performance.

### Learning Outcomes

- Identify objectives of workplace coaching
- Develop a workplace coaching plan
- Conduct coaching using cognitive apprenticeship tools drawn from established European models as well as using other effective coaching approaches
- Identify the roles and responsibilities of workplace coaches and prepare a safe space for coaching
- Demonstrate effective communication and feedback techniques when coaching
- Manage challenges in delivering workplace coaching
- Adjust workplace coaching strategies and learning solutions according to needs of learners



### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to be effective workplace learning coaches and help enhance skills and knowledge of employees.

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# Mentoring for the Workplace

***Capitalise on your Best Talents!***

***Drive Employee Performance with Mentoring Effectively at the Workplace!***

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180 Ang Mo Kio Avenue 8 Singapore (569830)

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- 22 – 23 Sep 2021
- 17 – 18 Nov 2021
- 25 – 26 Aug 2021
- 20 – 21 Oct 2021
- 1 – 2 Dec 2021

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### ► Key benefits from attending the programme

This training programme will help learners understand concepts and techniques for mentoring effectively at the workplace. Learners will understand the different roles and responsibilities of a mentor and a mentee, enabling the mentor to guide the mentee in developing skills, strategies and capability for future growth and development in the organisation. The programme will also highlight key policies and practices required to implement effective mentoring at work.

### Learning Outcomes

- Understand the benefits and challenges of workplace mentoring
- Identify mentoring as workplace learning intervention
- Use appropriate types and models of mentoring
- Identify roles and responsibilities of mentors and mentees
- Demonstrate the ability to use mentoring tools
- Conduct the different phases of the mentoring process – Preparation, Negotiation, Enabling and Closing
- Engage the mentee during the various phases using effective communications techniques
- Align the mentoring journey and formulate a mentoring agreement
- Establish the closure of the mentoring journey through development of action plan



### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to be effective workplace learning mentors and help optimise performance of employees.

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