

# ASSESSING AND REVIEWING WORKPLACE LEARNING

Offered by the National Centre of Excellence for Workplace Learning (NACE)

## 1-Day e-Programme\*

9:00 am to 5:00 pm

Refer to the 2022 Programme Schedule

The programme will be delivered as Synchronous Online Learning via Zoom

More details will be shared upon successful programme application

## Payable Fees\*

(Inclusive of prevailing GST)

Singapore Permanent Resident (After 70% subsidy)	\$123.59
Singapore Citizen < 40 years old (After 70% subsidy)	\$123.59
Singapore Citizen ≥ 40 years old (After 90% subsidy)	\$46.59
Singapore Citizen/ Permanent Resident sponsored by SME (After 90% subsidy)	\$46.59

\*Full unsubsidised programme fee is \$411.95

The programme is highly funded by SkillsFuture Singapore for all Singapore Citizens (SC) and Permanent Residents (PR). Self-paying applicants can utilise SkillsFuture Credit (SFC) Opening Account and SFC Top-up for payment. The additional SFC (Mid-Career Support) does not apply here.

## WHAT YOU WILL LEARN

Over a 1-day programme, you will learn how to design and identify specific assessments for competency development, implement workplace learning assessments using practical workplace assessment tools, and provide feedback and share performance outcomes to employees. Many organisations will benefit from conducting assessments on performance of employees based on structured workplace learning blueprints.

## The Key Takeaways in this Programme are:

- Understand the role and purpose of assessment
- Design the assessment for the structured workplace learning programmes
- Conduct the assessments for the structured workplace learning programmes
- Evaluate and review the structured workplace learning programmes

## WHO SHOULD ATTEND

This is intended for personnel assigned to support the workplace learning initiatives at their organisation such as the HR Personnel, Learning & Development Executives, Curriculum Developers and In-house Trainers.

## REGISTER INTEREST



## PROGRAMME SCHEDULE 2022

	FEB	MAY	JUN
Assessing and Reviewing Workplace Learning	28	06	27
	AUG	OCT	DEC
Assessing and Reviewing Workplace Learning	29	28	05

NACE will notify all applicants on the confirmation or postponement of the programme in due course

## OTHER RELATED PROGRAMMES TO FURTHER YOUR WPL PRACTICE

2-DAY:  
MENTORING FOR  
THE WORKPLACE

2-DAY:  
EFFECTIVE  
COACHING FOR  
WORKPLACE  
TRAINERS

2-DAY:  
WORKPLACE  
LEARNING  
BLUEPRINT  
DEVELOPMENT

2-DAY:  
TRAINING NEEDS  
AND SKILLS GAP  
ANALYSIS

### 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

### MENTORING FOR THE WORKPLACE

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

### 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 frameworks to all stakeholders
- Conduct TNA and skills gap analysis and provide recommendations to close performance gaps

### 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

### REGISTER INTEREST

