

# 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)

## Other NACE Programmes

### 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

### 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 and deploy the different mentoring tools
- Conduct the different phases of the mentoring process – Preparation, Negotiation, Enabling and Closing

## Consultancy Services

NACE has developed our programmes and consultancy approach in collaboration with the Swiss Federal Institute for Vocational Education and Training (SFIVET), and the German Chamber of Industry & Commerce (IHK Akademie).

NACE provides the following Workplace Learning consulting services:

- **OJT Blueprint Development**
- **Skills Gap Analysis**
- **Implementing Workplace Learning**

Funding is available for companies that want to embark on Workplace Learning consultancy services provided by NACE.

### 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

### What does the National Centre of Excellence for Workplace Learning (NACE) offer?

- *Public and in-house training programmes on workplace learning*
- *Customised solutions to develop in-house workplace learning capabilities*
- *Learning journeys to gain insights into good practices on workplace learning*
- *National Workplace Learning Certification to recognise organisations with strong workplace learning culture*

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