

SPRING SINGAPORE-SNEF FREE HR ADVISORY & INFORMATION SERVICE FOR SMEs

Career
Progression?

Competitive
Remuneration?

Employees
Performing?

Training
Opportunities?

Optimising
Manpower?

Recruitment
Challenges?



SMEHR@SNEF

The Singapore National Employers Federation, in collaboration with SPRING Singapore has launched a Human Resource Advisory and Information Service for Small & Medium-Sized Enterprises (SMEs).

This Service is targeted at Singapore-based SMEs with an employment size of up to 200 employees.

The services provided are as follows:

- **FREE** HR advisory service via phone. The hotline for enquiries on HR matters hotline is **6221 2334**. This service is available Mondays to Fridays (9:00am to 5:30pm).
- **FREE** HR advisory service via email. All email enquiries can be sent to: **smehr@snef.org.sg**.
- If necessary, HR Consultants can arrange for a face-to-face meeting to discuss the HR matter in more details.

HR Capability Package



The Package provides the framework, guidelines, tools and templates to help SMEs systematically manage HR functions in the following six HR areas:

- **Manpower Planning** - Assessing current workforce capabilities, demographics and determining future workforce requirements.
- **Recruitment and Selection** - Soliciting applicants and assessing their suitability to fill recently-vacated or newly-created positions.
- **Compensation and Benefits** - Designing and managing market-competitive compensation and benefits strategies and programmes.
- **Performance Management** - Maintaining or improving employee job performance through objective-setting, appraisal, coaching and feedback.
- **Learning and Development** - Planning for and conducting activities that develop employee capabilities, knowledge and know-how to meet business, organisational and individual needs.
- **Career Management** - Establishing policies and processes which enable employees to set career objectives and determine appropriate educational and developmental programmes to further develop their skills to achieve short-term or long-term career objectives.

SMEs interested in applying the HR Capability Package in their companies can download it for **FREE** from the website of the Singapore National Employers Federation (SNEF), www.sgemployers.com.

Materials Familiarisation Training (MFT)



SNEF also conducts the MFT to help SMEs familiarise themselves with the modules in the Package before they implement it.

Price (inclusive of GST):
\$267.50 per participant (non-SME and individual),
\$92.50 per participant (SME)

Course Duration: **2 days** (14 hours)

Time: **9:00am to 5:00pm**

To register for the training course, please send an email to: trg@snef.org.sg.

HR Capability Programme



While SMEs feedback that they found the modules useful, some have highlighted that they need help in the actual implementation of the Package in their organisations. In particular, companies without a dedicated HR department or staff would require more intensive guidance and advice in customising the HR modules to their needs and rolling out a structured HR management system in their organisations.

The HR Capability Programme aims to provide consultancy support to help local SMEs to implement the good HR practices embedded in the modules under the Package in their organisations. SPRING Singapore is partnering SNEF to provide the consultancy through its PMC-certified in-house consultants or associate consultants.

Each consultancy project should comprise the implementation of minimum 3 modules to all 6 modules of the HR Capability Package to ensure that there is substantial transformation to their HR practices. The consultancy cost per module is \$3,000. Companies taking up all 6 modules in one consultancy project will pay the total consultancy cost for only 5 modules i.e. \$15,000 (instead of \$18,000).



If you have any queries and/or clarifications, please call

Mr Chris Lee, HR Consultant at **6324 1539** or email: chris_lee@snef.org.sg

OR

Mr Kee Chia Choon, Director, SMEHR@SNEF at **6324 0437** or email: cckee@snef.org.sg

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Singapore National Employers Federation

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