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# HR Capability Package

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## Introduction

To help SMEs meet their HR capability needs, SPRING Singapore and the Singapore Workforce Development Agency (WDA) jointly developed an HR Capability Package to improve and strengthen SMEs' human resource management capabilities by addressing HR gaps and promoting good HR practices.

## The Package covers six HR areas, namely:

- a. **Manpower Planning**  
Assessing current workforce capabilities, demographics and determining future workforce requirements.
- b. **Recruitment and Selection**  
Soliciting applicants and assessing their suitability to fill recently-vacated or newly-created positions.
- c. **Compensation and Benefits**  
Designing and managing market-competitive compensation and benefits strategies and programmes.
- d. **Performance Management**  
Maintaining or improving employee job performance through objective-setting, appraisal, coaching and feedback.
- e. **Learning and Development**  
Planning for and conducting activities that develop employee capabilities, knowledge and know-how to meet business, organisational and individual needs.
- f. **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.

## For each of the areas the package will cover the following:

- a. Framework and key guidelines on how to execute the HR activities and functions;
- b. Tips and pointers on how to manage specific HR matters; and
- c. Tools and templates which companies can use immediately, or with some customisation to meet company needs

## Free Download

SMEs interested in applying the HR Capability Package in their companies can download it from the website of the Singapore National Employers Federation (SNEF) at [www.sgemployers.com](http://www.sgemployers.com)

**To help SMEs use the Package, SNEF is conducting Materials Familiarisation Training (MFT). This training will take the participants through the six HR areas covered in the Package, namely:**

- a) Manpower Planning    b) Recruitment and Selection    c) Compensation and Benefits  
d) Performance Management    e) Learning and Development    f) Career Management

**Certificate of Attendance will be issued upon 100% attendance and successful completion of the training.**

## Administrative Details

### Available dates 2011:

■ 13 & 14 Apr    ■ 24 & 25 May    ■ 21 & 22 Jun    ■ 20 & 21 Jul    ■ 18 & 19 Aug

### Course fee

\*SME : \$92.50 (inclusive of GST)  
 Non SME and Individual : \$267.50 (inclusive of GST)

### Duration

2 days (14 hrs)  
 9am – 5pm

\*SMEs are defined as companies with at least 30% local ownership, with group annual sales turnover of not more than S\$100 million and employment size of not more than 200 workers.

Please call Malar at 6827 6934 or email [malar@snef.org.sg](mailto:malar@snef.org.sg), for more information or assistance. To register, please complete this form, scan and email to [malar@snef.org.sg](mailto:malar@snef.org.sg).

**ALL FIELDS REFLECTED BELOW ARE MANDATORY. SNEF RESERVES THE RIGHT NOT TO PROCESS INCOMPLETE REGISTRATION.**

**Course Title: HR Capability Package Materials Familiarisation Training**

**Date of Workshop :**

Name of Company		Is Company SME?	
Address			
Contact Person		Designation	
Tel	Fax	Email	
Name (As in NRIC) Participant (1)		NRIC No.	
Designation		Email	
Name (As in NRIC) Participant (2)		NRIC No.	
Designation		Email	

*For payment, please indicate the course title and the participant name behind the cheque and send the cheque payable to Singapore National Employers Federation. Confirmation will be emailed 1 week before the commencement of the course. Please note that there will be no refunds for cancellations but replacement will be accepted. If cancellation received less than 7 working days, a 25% administration fee will be charged. If cancellation is made less than 3 working days, full fees will be charged. Full fees will be imposed if participant did not attend the workshop. SNEF reserves the Right to cancel, modify or postpone the course.*