

Enjoy **40%** course fee funding and
absenteeism payroll from **WDA** now!



IMPLEMENT CHANGE

Based on the Singapore Workforce Development Agency
LEADERSHIP & PEOPLE MANAGEMENT (LPM)
Singapore Workforce Skills Qualifications

IMPLEMENT CHANGE

New perspectives, projects and improvements emerge constantly as companies seek to remain competitive in a turbulent environment. According to Jack Welch, "If the rate of change on the outside exceeds the rate of change on the inside, the end is near". When identified and managed properly, change offers opportunities and minimizes disruption to business.

Given that change is constant, team leaders need to be adept at change management. Knowing what and how to change can help them overcome immediate challenges and win. This course equips team leaders with the knowledge and skills to promote change and innovation at the workplace, create a change culture, and implement a continuous improvement process.

Key Topics

Identify opportunities for innovation

- Facilitate innovation at the workplace
- Identify common barriers to change
- Define key concepts of learning organisations
- Build a working environment conducive to taking risks
- Create a true sense of urgency

Implement changes to work practices

- Apply systems thinking to lead change and innovation
- Understand key concepts in change management
- Analyze relevant market trends and developments
- Kotter's 8 step change model

Implement continuous improvement systems

- Monitor team and individual performances
- Share organizational case studies of innovation
- Manage the implementation of change strategies
- Evaluate impact of continuous improvement systems



- 100% of our participants will apply what they have learnt to their workplace.
- 100% of our participants will recommend our courses to their friends and colleagues.
- 90% of our participants are repeat customers.



Learning Outcomes

At the end of the course, participants should be able to demonstrate the following:

- Be an effective change agent and inspire positive change at work
- Develop a learning organization that facilitates innovation
- Encourage participation and accountability in change implementation
- Continually plan for, implement and manage change processes
- Monitor and manage the impact of continuous improvement processes
- Explain the Kotter's 8 step change model

Methodology

Case studies, role-play, discussions and presentations

Certification

Upon successful completion of the course, participants will be awarded with a Statement of Attainment from the Singapore Workforce Development Agency, namely Implement Change.

Target Audience

This course targets team leaders who aim to acquire the skills and knowledge to implement change in their organisation.

Duration/Time

2 days / 16.3 hours
8.30am to 5.30pm

Course Fee

\$780 per participant

Company sponsored Singaporeans and Singapore PR are eligible for the following WDA funding:

Course Fee Funding

COURSE FEE	COURSE FEE SUBSIDY	NETT COURSE FEES
\$780	\$244.50	\$535.50

Absenteeism Payroll

ABSENTEEISM PAYROLL	NETT COST TO EMPLOYER
\$73.35	\$462.15

MAR 8-9 (Registration Deadline: 23 Feb 2012)	JUN 7-8 (Registration Deadline: 24 May 2012)
SEP 6-7 (Registration Deadline: 23 Aug 2012)	NOV 8-9 (Registration Deadline: 25 Oct 2012)

TO REGISTER OR FOR MORE INFORMATION



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Facilitator:



Johnny Ong is a Peak Performance Specialist at Bootstrap. He specialises in Personal Development, Self Confidence and Peak Performance. Besides holding training and speaking sessions for adults, Johnny also conducts motivational and personal development workshops in schools, something that he feels is a privilege to do.

Johnny worked as Sales Director in the music and hospitality industries. He has led and trained sales teams in various multinational companies for more than fourteen years in senior sales management positions. He left the corporate world in 2007 to pursue his passion in writing, speaking and training. He is the author of "Don't Live Your Life in One Day - 100 Effective Rules to Live a Meaningful Life".

Johnny's academic qualifications include a Master of Business Administration degree from the University of Hull (United Kingdom), as well as a Graduate Diploma from the Chartered Institute of Marketing (United Kingdom). His other credentials include an Advanced Diploma in Mass Communications from Oklahoma University (United States), Diploma in Business Studies from Ngee Ann Polytechnic (Singapore), and Advanced Certificate in Training and Assessment from the Institute of Adult Learning. He was recently awarded a Diploma in Psychotherapy by The School of Positive Psychology.

BOOTSTRAP COURSE REGISTRATION FORM

PART A: COURSE INFORMATION

Course Title: _____ Course Date: _____

PART B: PARTICIPANT'S INFORMATION

*Delete accordingly

Name (as in NRIC) Dr/Mr/Mrs/Ms: _____ Gender: M/F

NRIC (Pink/Blue)* / FIN No / Passport No*: _____ Nationality*: Singaporean/PR/Others (for PR/Others, Please Specify) _____

Date of Birth: ____ / ____ / ____ Race: Chinese/ Malay/ Indian/ Eurasian/ Others *(Please specify) _____

Designation: _____ Highest Education: _____

Handphone: _____ Email: _____

Dietary Preference: (Nil, Vegetarian, Halal) *Please delete Accordingly Special Needs: _____

PART C: COMPANY INFORMATION / EMPLOYMENT DETAILS

*Complete all fields

Name of Authorized Representative: _____ Designation: _____

Name of Company: _____

Invoicing Address: _____ Postal Code: _____

Contact No: _____ (Fax) _____ (Email) _____

REGISTRATION

Please send completed registration form to jasmine.ang@bootstrap.com.sg or mail to: 65 Ubi Ave 1 #03-00 OSIM Headquarters Singapore 408939. For any registration queries, please contact BOOTSTRAP at +65 65920045 or email us at info@bootstrap.com.sg

PART D: PAYMENT

Cheque must be crossed and made payable to: "BOOTSTRAP Pte Ltd"

Bank/Cheque No: _____ Date: _____ Total Amount: _____

Confirmation of enrolment for any unit will only be made upon receipt of the full payment of the course fee and original application form, subject to seat availability. A confirmation email will be sent to you at least 3 working days before course commencement.

CANCELLATION POLICY

If cancellation of a booking is more than 30 days before course start date, 100% of course fee will be refunded. If cancellation is between 15-30 days before course start date, 50% of course fee will be refunded. If cancellation is done less than 15 days from course start date, there will be no refund. All cancellation, withdrawal or rescheduling of a confirmed booking must be made at least 10 working days before course commencement.

BOOTSTRAP Pte Ltd reserves the right to cancel a course, change dates, time, venue, trainers and fees of the course due to unforeseen circumstances beyond its control. If a course is cancelled, BOOTSTRAP Pte Ltd will advise you accordingly and a full refund of course fees will be paid. A notification email will be sent to you at least 3 working days before course commencement.

PART E: APPLICANT DECLARATION

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place offered, and that this withdrawal may take place at any stage during the course I undertake. I understand and accept the terms and conditions, rules and regulations of the program set by BOOTSTRAP.

Signature of Applicant and Date

BOOTSTRAP
The Growth Catalyst

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