

# EMPLOYABILITY SKILLS (OPERATIONS)

## Career Readiness Certificate (CRC)

A WSQ Statement of Attainment (SOA) awarded by SSG will be issued if you achieve a minimum of 75% attendance and certified "Competent" in the assessment.

**TAKEAWAYS** - Develop potential and strengthen practices that help construct knowledge and workplace effectiveness  
 - Learn to communicate, negotiate, and work effectively with diverse counterparts

### Modules

1. Develop Personal Effectiveness at Operations Level
2. Develop Initiative and Enterprising Behaviours
3. Communicate and Negotiate Effectively at the Workplace
4. Solve Problems and Make Decisions at Operations Level
5. Adapt to Change
6. Work in a Team
7. Maintain Personal Presentation and Employability

### Self-Sponsored

SDF: \$85.60  
 MCES: \$42.80  
 WTS: \$21.40  
 YM: \$8.55

### Company-Sponsored

SMEs  
 SDF/MCES: \$42.80  
 WTS: \$21.40

Duration per module: 24hrs Fees per module: \$428.00

### Self-Sponsored

SDF: \$53.50  
 MCES: \$26.75  
 WTS: \$13.40  
 YM: \$5.35

### Company-Sponsored

SMEs  
 SDF/MCES: \$32.10  
 WTS: \$16.05

Duration per module: 16hrs Fees per module: \$267.50

### ENTRY REQUIREMENTS

- WPLN level 4 - 5
- GCE 'N' level with C6 in English
- NITEC in any field
- At least 1 year working experience
- Able to read and write forms and reports
- Able to communicate and express confidently

# SIGN UP NOW!

\*Terms and Conditions apply. All prices are inclusive of 7% GST

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Skills Development Fund (SDF) - Singapore Citizen/PR, aged 21 years  
 SkillsFuture Mid Career Enchanced Subsidy (MCES) - Singapore Citizen, aged 40 years and above  
 Workfare Training Support (WTS) - Employed Singapore Citizen, aged 35 years and above, earning not more than \$2000 per month  
 Yayasan Mendaki (YM) Subsidy - Employed / Unemployed Malay / Muslim Singapore Citizen/PR