

CHARLES MANN ACADEMY



SkillsFuture Credit



Manage Self

Level 4

Leadership and People
Management WSQ

Two Day Training Course



Course Outline

Being able to manage your self at work in an efficient and practical manner can help you further your goals in nearly any type of business or industry. Employers appreciate self-managers who can get and stay motivated without constant supervision and prodding. By managing yourself, you have a greater likelihood of getting choice assignments and projects because managers know you'll get the job done right with little or no oversight.

By knowing your role, getting organised, managing your time, prioritising correctly, setting and adhering to deadlines, and staying focused, you can become a valuable asset to your business.

Our Level 4 Manage Self course ensures that you will learn the necessary skills to better align yourself with your team in terms of improving yourself, resulting in paramount self-development whilst attaining a skill that is valuable for your workplace.

The training course lasts two full days starting at 9.30am until 5.00pm, and is inclusive of course materials, certificate, lunch, refreshments and snacks.

Course Programme

- Communicate effectively with others
- Efficiently delegate responsibilities and duties to others using various communication techniques
- Seek feedback from team leaders and members to enhance team spirit and ensure common understanding of objectives
- Utilise effective communication techniques and behaviour that reflect your company's values and ethics
- Influence decision-making and contribute to the development of your company
- Learn how to support strategic priorities and direction of the organisation
- Facilitate decision making processes to ensure support for implementation
- Influence team leaders to pursue actions which support achievement of the company's strategic priorities
- Develop clear and succinct strategic direction
- Demonstrate commitment to self-development
- Undertake self-assessment in relation to own performance
- Evaluate current and future requirements of own work role
- Maintain knowledge in required areas of technical and managerial expertise

Who Should Attend

This course is suitable for all those with team leadership responsibilities who want to enhance their personal development for a professional role. It is also relevant for small businesses and self-employed individuals with managerial responsibilities.

This module requires that participants have experience that is relevant to the topic and organisation. Roles that would benefit include:

- Managers
- Department Heads
- Assistant Managers
- Supervisors
- Business Owners
- Self Employed Businesses
- Team Leaders

Registration Form



MANAGE SELF Level 4 - Leadership and People Management WSQ 2 Day Course
COURSE FEES: \$600.00 per delegate **COURSE DATE:**

Personal Details:

FULL NAME (AS IN NRIC):	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
NRIC/FIN/PASSPORT NUMBER:	NRIC <input type="checkbox"/> FIN <input type="checkbox"/> OTHERS <input type="checkbox"/>
HOME ADDRESS:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
DATE OF BIRTH:	
NATIONALITY:	CHINESE <input type="checkbox"/> MALAY <input type="checkbox"/> INDIAN <input type="checkbox"/> OTHER:
HIGHEST QUALIFICATION:	

Employment Details:

COURSE DATE REQUIRED:	
COMPANY NAME:	
COMPANY ADDRESS:	
DESIGNATION/ JOB TITLE:	
AUTHORISED BY:	
CONTACT NUMBER:	
EMAIL ADDRESS:	

MONTHLY SALARY: Unemployed \$1000-\$2499 \$2499-\$4999 \$5000 +

OFFICE CONTACT PERSON:	
CONTACT PERSONS DESIGNATION:	
CONTACT PERSONS NUMBER:	

Applicants Declaration:

I declare that all information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission is sufficient grounds for rejection of the application or withdrawal of any place that may be offered and that this withdrawal may take place at any stage during the course. I understand and accept these terms and conditions set by Charles Mann Academy Pte Ltd.

To gauge your suitability for this course, please tick the following declarations:

Signature: Date: Company Stamp (if any):

If you have NOT selected the first three boxes on the right hand side, please also sign below:

I have been briefed by Charles Mann Academy Pte Ltd that I have not met the entry requirements for this course and may not be able to follow the course material. However, I wish to try and attend the course regardless.

Signature: Date:

- I am able to understand, read & write basic English
- I am able to perform basic Mathematics
- I am able to operate the mouse, keyboard & Windows computer
- I have not applied for any government course fee subsidy for this course

Please print and email this form to: info@charlesmann.com.sg
Alternatively, please post to: Grandlink Square, 511 Guillemard Road, #B1-03 Singapore 399849

Important Information:

- Please complete the application form and return to us at least two weeks before the course date at Grandlink Square, 511 Guillemard Road, #B1-03, Singapore 399849. You may call us on 6718 0436 for assistance when filling in the application form. If utilising SkillsFuture Credit, applicant must sign up at least three working days prior to course.
- All application forms must be accompanied with a copy of personal identification such as I/C for Singaporeans and PRs or passport/work permit/employment pass for others.
- All payments may be made by cash or cheque. Cheque payments must be crossed and made payable to 'Charles Mann Academy Pte Ltd'.
- Any application forms that are incomplete or contain falsified information will not be considered.
- All information provided by applicants will be treated strictly confidential. By signing the application form, you expressly consent to Charles Mann collecting, using and disclosing the personal data provided in the form for the purposes of course administration, annual reporting to the regulatory bodies and other course information.

Please tick here if you do not wish to have your personal data used for marketing purposes:

Terms and Conditions:

- Charles Mann Academy Pte Ltd reserves the right to verify the information provided in this application form.
- Charles Mann Academy Pte Ltd reserves the right to cancel or postpone the course due to unforeseen circumstances.
- In order to qualify for SDF/SRP assistance:
 - An applicant needs to be a direct employee of his/her company's payroll.
 - An applicant needs to be fully sponsored by his/her company.
 - An applicant needs to achieve at least 75% attendance and undergo the course assessment.
- A Statement of Attainment (SOA) will be awarded by WDA upon successfully meeting all course requirements. Assessments will be conducted to determine the trainee's attainment of the necessary competencies set out in the course. The assessments will be in the form of reflective questions, short answers, role plays, etc. Trainee must complete ALL assessments and be assessed as 'Competent' in order to obtain the SOA.
- All cheque payments must be crossed and made payable to 'Charles Mann Academy Pte Ltd'. Please add your name and course title on reverse of cheque. Please do not send any cash by mail.
- No refund is allowed unless the course is cancelled or postponed by Charles Mann.
- A written request for refunds must be made if a participant wishes to withdraw from the course. The participant may make his/her request via post or e-mail. The request is subject to approval by Charles Mann.
- Our policy with regards to refunds for withdrawal from the course is as follows:
 - 100% Refund if written request is made at least 7 days prior to course date
 - 50% Refund if written request is made 3-6 days prior to course date
 - 0% Refund if written request is made 3 days prior to course date

Office Use Only

Course Start/End Dates:

Application Received By:

Receipt Number:
