



Our Vision: To provide quality education to foster continual growth and development for the community.
Our Mission: We are committed to impart quality skills to our students and to work in partnership with our accredited partners to meet the students' aspirations and goals beyond post-secondary education and to finally, provide an avenue towards a rewarding career path
Culture: "Serve with pride, lead the change"
Core Values: Be committed to our student's performance, Life-long learning, Integrity & Ethics, Care for the Environment and Community

Course Title

Conduct Orientation and Training (Level 4)

Course Code

TGS-2020506118

Course Content /Description

- Create orientation and training plans, after determining needs and objectives
- Conduct orientation and on-the-job trainings and create positive learning environments
- Adapt orientation and/or training to meet learning styles
- Seek feedback from participants
- Assess the impact of training towards change in actual performance
- Adjust training and orientation plans in accordance with organisational procedures and recipes, food and workplace safety and health requirements

Course Objective

This skill describes the ability to conduct orientations, plan training sessions, conduct and evaluate trainings.

Learning Outcome

- Analyse the purpose of orientation and training sessions
- Compile orientation and training checklists
- Discuss the impact of successful orientation and/or training on business operations
- Discuss the concept of adult learning principles and individual learning styles
- Examine the techniques for delivering training material
- Examine the technique of getting feedback from participants
- Discuss the purpose and importance of performance evaluations
- Outline different forms of evaluation
- Analyse the importance of using demonstrations to enhance learning

Course Duration

16 Hours (15 Hours Training, 1 Hour Assessment)

Trainer to Learner ratio

1:20

Mode of Delivery

Classroom

Assessment

- Written Assessment (Case Study)
- Written Assessment (Short Answer and Direct Questions)

Attendance Requirement

Minimum attendance requirement: 75%

All learners are strongly encouraged to have full attendance for all classes unless there are unforeseen circumstances,

E.g. due to medical reasons where documentary proof can be provided

Who Should Attend

Executives, Supervisors, Team Leaders and Managers

Career Opportunity / Job Role

- Trainer
- Event Organizer
- Supervisor
- HR Personnel

Entry Requirement

- Age Group: 18 to 60 years old
- Work Experience: 2 years and above
- Highest Educational Level: Secondary and above
- Written Language: English (Workplace Literacy (WPL) Level 4)
- Spoken Language: English (Workplace Numeracy (WPN) Level 4)

Course Fee

Singapore Citizen/ Permanent Resident of Singapore: \$849.00 (Before subsidy and GST)

Non Singapore Citizen: \$849.00 (Before GST)

Payment Mode

Learners can make use of any of the following payment mode:

- Cash
- Cheque – Note: Cheque is to be made in Singapore
- PayNow
- Skillsfuture Credit (if applicable)

Account details of ICAS Training & Education College:

- UEN No. :200512999K
- Account : ICAS Training & Education College (ICASTECH) Pte Ltd
- Account No : 010-903128-6
- Currency : SGD
- Bank Code : 7171
- Branch Code : 010
- Swift Code : DBSSSGSG
- Branch Name : DBS South Bridge
- Branch Address : DBS Bank Ltd, 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Central Tower 3, Singapore 018982

Certification

Upon successful completion of the course and passing all assessments, participant will be awarded with a Statement of Attainment (SOA) by SSG.

Venue

141 Cecil Street, #03-01, Tung Ann Association Building, Singapore 069541.

Contact Info

- Tel : +65 6535 4187
- Website : <https://icastec.com.sg>
- Email : enquiry@icastec.com

Group Category	Funding Support
Singaporean citizens and permanent residents (Self-sponsored individuals must be at least 21 years old)	Up to 50% of course fees
Singaporean citizens aged 40 years old and above	Up to 70% of course fees
SMEs	Up to 70% of course fees

Refund Policy	Refund
Withdrawal notification received at least 14 calendar days before course commencement	75% refund of paid fees
Withdrawal notification received less than 14 calendar days from the course commencement OR upon course commencement	No refund of paid fees

