



Problem – Solving for the Workplace

Date:

Time: 9.00am to 5.30pm (7 hours)

Venue:

Rotary Learning Institute (Singapore),
Foundation of Rotary Clubs (S) Ltd
111, North Bridge Road, Peninsula Plaza,
#06-33, Singapore 179098

For Whom

- Board Members
- Executive Heads
- Management Staff

Learning Outcome

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

- Discuss productivity concepts and principles in the context of non-profit operations. Discuss factors that affect productivity and develop strategies to improve productivity of the organisation.
- Identify opportunities to improve productivity of operations utilising outcome of objective deployment and concept of 7 wastes of operations.
- Participate in Small Group Activities utilising scientific management methodologies and tools to solve problems and improve productivity.
- Able to play the role leading and/or participating in activities to drive productivity improvement and solve problems at my workplace and organisation.

Course Content

- Understanding Productivity Concepts and Principles
- Identification of Improvement Opportunities
- Problem Solving and Improving Productivity
- Roles and Team Dynamics in a Productivity Drive

Methodology

Classroom lectures, Individual and group exercises, Video clips to enhance Understanding.

Certification

Participants who attended and completed 75% of the course will receive a Certificate of Attendance.

Overview

Many non-profit organisations conduct annual strategic planning and thereafter set objectives to be deployed to the operations. Operation departments need to translate these objects in to actionable goals and develop strategies to achieve the objectives. There is a need to able to identify improvement opportunities and align all improvement efforts to fulfill the objectives set for the workplace.

The process owners need to develop skills to identify problems and improvement opportunities. They need to apply scientific methodologies and tools to develop and implement improvement initiatives at the workplace. People at the workplace need to work in small groups to connect, communicate and collaborate on productivity improvement projects, understanding the roles of various stakeholders and overcome team dynamic issues during the improvement process. The course will allow the learning of time-tested problem solving and productivity improvement methodologies and tools to assist non-profit organisations in their productivity drive.

Fee Remarks

The course has been pre-approved at 80% VCF funding (till 05 December 2019) for Singapore Citizens and Permanent Residents who are Board Members, Executive Heads and Management Staff from registered Charities / IPCs. Terms and conditions apply.

60% VCF funding is available for Work Permit (WP) / Employment Pass (EP) holders who are Board Members, Executive Heads and Management Staff from registered Charities / IPCs. Terms and conditions apply.

To qualify for the funding, participants must achieve at least 75% attendance.

Categories of Course Fees	Fee (Exclude GST)	Fee (Include GST)
Course Fee (Before Funding)	\$350.00	\$374.50
Nett Fee (After VCF funding) For Singaporean & PR	\$70.00	\$74.90
Nett Fee (After VCF funding) For Work Permit (WP) / Employment Pass (EP) holders	\$140.00	\$149.80

Course Facilitator



Kelvin Chan

BEng (Hons), RMC, FCMC, CMC-AF, APO-HCPP
Honorary Principal
Rotary Learning Institute (Singapore)

Kelvin Chan is a Fellow Certified Management Consultant, Trainer and Executive Coach, specializing in the field of corporate productivity and business excellence for the last 30 years. He assists corporations including MNCs and SMEs in improving productivity, quality and environment performance. He serves as a Technical Expert in productivity at the Asian Productivity Organization. He has trained many consultants and trainers in productivity related subjects from many countries in Asia, Africa and South America.

He also served as the Honorary Secretary of the Institute of Management Consultants (Singapore) and was instrumental in the setting up of the local Registered Management Consultant Certification scheme that is recognised by Enterprise Singapore. Mr. Chan was awarded the prestigious CMC Academic Award for his significant contribution to thought leadership within the management consulting profession, supported by exemplary teaching and applied research in the field of Management Consultancy by The International Council of Management Consulting Institutes (ICMCI) in August 2017.



Foundation of Rotary Clubs Singapore

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For registration and more enquiries, please contact: 62561983 | registration@frcs.sg