

TRAINING PROVIDER	
Singapore Professionals' And Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	<b>Effective Management of Employees to Retirement or Re-Employment</b>
Language	English
Course Duration	1 day (7 hours)
COURSE OUTLINE:	
<b>Course Overview &amp; Objectives</b>	<p>With the current demography of an aging population and the employment landscape in Singapore, adequate expertise in effective management of employees to facilitate their retirement or re-employment into the workforce has become not only relevant but essential.</p> <p>Employers and people managers need to understand the implications, impacts and insights of how to manage, handle and enact the laws accurately and fairly to retiring employees. They should be knowledgeable in their obligations to their stakeholders and avoid being caught in an unfavourable situation, while employees should also know their rights when retiring and seeking re-employment.</p> <p>What are some of the challenges and consideration? What constitutes fairness to all parties and what are some common market expectations and practices? These and more will be discussed during this workshop which will provide learners with the necessary knowledge and applications in a variety of circumstances on how to deal with these issues from both the employer's side and the employee's side.</p>
<b>Key Topics Covered</b>	<p>The course explores the following subjects in depth:</p> <ol style="list-style-type: none"> <li><b>1. Organisation's HR Obligations</b> <ul style="list-style-type: none"> <li>• Anticipating and managing discriminatory age- related terminations</li> <li>• Looking into job-redesign and other flexi or job-sharing options</li> <li>• The case for non-re-employable cases and counselling where needed</li> <li>• Outplacement and other transition support for retirees</li> <li>• Considerations and processes for re-employment</li> </ul> </li> <li><b>2. Legal &amp; Other Requirements in Retirement and Re-employment</b> <ul style="list-style-type: none"> <li>• Understanding the legal requirements of retiring and re-employment</li> <li>• Psychological preparation for the required transitions</li> <li>• Anticipating and managing potential challenges</li> <li>• Notice, dialogue and agreements to put in place</li> <li>• Options for re-employment</li> <li>• Administration of continued employment after the Minimum Retirement Age</li> </ul> </li> </ol>

<p><b>Learning Outcomes</b></p>	<p>By the end of the workshop, learners will be able to understand:</p> <ul style="list-style-type: none"> <li>• Background dynamics shaping the economy and employment that affect us.</li> <li>• What does retirement really mean? What is re-employment about? How do these affect our thinking, emotions as well as our life-style?</li> <li>• Why thinking and planning ahead is wise for the organization and the individual</li> <li>• Keeping within the legal and fair employment practices</li> <li>• Key process and options for employers and employees at the onset of retirement</li> <li>• Breaking down the typical steps and processes and preparing ourselves mentally when initiating retirement &amp; re-employment</li> </ul>
<p><b>Learning Methodology</b></p>	<p>The workshop will be delivered in an interactive learning setting and offers the opportunity to apply the concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.</p>
<p><b>Who Should Attend</b></p>	<p>This program will benefit Employers and People Managers who desire progressive HR and employment practices in their organizations, as well as employees who want to know their rights when transiting to retirement or seeking re-employment.</p>