

# “PREPARING FOR PEOPLE DEVELOPER MID-TERM REVIEW REPORT SUBMISSION”

The criteria requirements for the People Developer have been reviewed and revised with effect from 1 August 2006. Since then, the Annual Development Report (ADR) has been superseded by the Mid-Term Review Report, and PD certified organizations are required to submit the Mid-Term Review Reports to SPRING one and half years from the certification date.

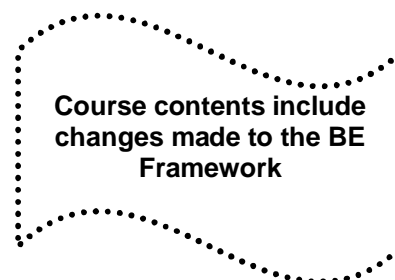
The Mid-Term Review Report helps certified organizations monitor their progress during the certification period and prepare the organizations for the next renewal cycle which can be used to systematically track and follow up on their future improvement plans. The findings of the Mid Term Review would also be taken into consideration during the assessment for the organisations' renewal of certification status after 3 years.

## COURSE OBJECTIVES

With the above in mind, this highly interactive workshop is designed to equip participants with the knowledge of the requirements of the new Business Excellence Niche Standard (People), **and to enable them to put together their own organisation's Mid-Term Review Report for submission thereafter.**

## COURSE CONTENTS

- ❖ Overview of Business Excellence & People Excellence
- ❖ Mid Term Review based on the new People Developer requirements covering
  - Leadership
  - Planning
  - Information
  - People
- ❖ People Developer related performers indicators
- ❖ Identification of Areas for Improvement
- ❖ Development of Action Plans
- ❖ Submission of Mid Term Review Report



## WHO IT IS FOR

- ❖ HR / HRD Managers
- ❖ MR for PD certification
- ❖ Managers / Executives supporting or involved in the implementation of the PD



Centre for Management

**METHODOLOGY**

A 2-Day Workshop conducted in a small group approach, (of max 12 participants) comprising of integrated learning, hands-on exercises and consultancy to guide participants to identify the key areas for improvement and develop action plans to meet the new People Developer Mid-Term Report requirements.

- \*\* The Workshop Facilitator will provide feedback on the completed draft (mid-term) report after the workshop (Limited to 1 draft only).
- \*\* Teleconsulting follow-up by the Facilitator will be extended to participants to provide guidance on the draft report. This service is limited to 1 month after the final session of the Workshop.

**ABOUT EPC**

Enterprise Promotion Centres Pte Ltd (EPC) is the leading business service provider of networking, management learning events, workshops & courses, consultancy and industry development services and events. EPC is approved by the Standards Productivity and Innovation Board (SPRING Singapore) to conduct training courses under its *Management Excellence Programme* for: Singapore Service Class, Singapore Quality Class, Singapore Innovation Class and People Developer Standard training courses. To date, we have conducted training programs for more than 250 organizations and 900 participants since becoming an approved training provider with SPRING in June 2004. All of our SQC/PD consultants are ex-National Assessors who conduct training courses apart from providing consulting services in related areas.

**Registration Form**

Please complete and return this registration form to:

Ms Angela Yip / Ms Tam Fei Ting  
Tel: 6278 2538  
Fax: 6278 7518  
Email: [angelayip@epc.com.sg](mailto:angelayip@epc.com.sg) / [feiting@epc.com.sg](mailto:feiting@epc.com.sg)

Mr. / Mrs. / Ms / Dr: \_\_\_\_\_

Designation: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Choice of Dates: \_\_\_\_\_

<b>“PREPARING FOR PEOPLE DEVELOPER MID TERM REVIEW REPORT SUBMISSION”</b>	
Dates:	28 & 29 Jun 2012
	30 & 31 Aug 2012
	22 & 23 Oct 2012
	27 & 28 Dec 2012
Time:	9 am to 5 pm
Course Duration:	2 Days
Venue:	EPC Training Centre
Fees:	S\$880/- per pax (excluding GST)
<i>Please note that lunch is not provided for the workshop.</i>	

Seats will be confirmed only upon receipt of this registration form via fax. Please send this registration together with your cheque payable to **Enterprise Promotion Centres Pte Ltd** and forward it to: **1003 Bukit Merah Central #02-10 Inno. Centre Singapore 159836 Attn: Ms Angela Yip / Ms Tam Fei Ting**

Upon receipt of registration, any request for cancellation or transfer must be confirmed in writing 5 days before the session and subjected to a 10% administrative charge. If a participant fails to attend the session or if notice of cancellation is received less than 5 days before the session, the participant shall be invoiced the full fee. Substitutions from the same company are allowed. No refund is possible for any part of the package not taken. EPC reserves the right to amend, postpone or cancel the session due to unforeseen circumstances. For further enquiries, please contact Ms Angela Yip at: 6278 2538, email: [angelayip@epc.com.sg](mailto:angelayip@epc.com.sg) or Ms Tam Fei Ting, email: [feiting@epc.com.sg](mailto:feiting@epc.com.sg)