

## HR Capability Development Programme for SMEs

For a small company, having the right people can make or break the business. Good human resource (HR) practices are critical to maximising the full potential of employees and can be a real differentiator in attracting, hiring, developing and retaining the right people.

Human Capital Singapore (HCS) offers a comprehensive suite of resources to help SMEs develop HR management capabilities.

### HCS SME HR Advisory Services focuses on six core areas:

<b>I. Manpower Planning</b>	Assessing current workforce capabilities, demographics and determining future workforce requirements
<b>II. Recruitment &amp; Selection</b>	Soliciting applicants and assessing their suitability to fill recently-vacated or newly-created positions
<b>III. Compensation &amp; Benefits</b>	Designing and managing market-competitive compensation and benefits strategies and programmes
<b>IV. Performance Management</b>	Maintaining or improving employee job performance through objective-setting, appraisal, coaching and feedback
<b>V. Learning &amp; Development</b>	Planning for and conducting activities that develop employee capabilities, knowledge and know-how to meet business, organisational and individual needs
<b>VI. Career Development</b>	Establishing policies and processes which enable employees to set career objectives and determine appropriate educational and developmental programmes to further develop their skills to achieve short-term or long-term career objectives

### A step-by-step guide to boosting HR Capabilities:

Step	Action	What it is	Cost
Step 1	Download the HR Capability Package from HCS website ( <a href="http://www.hcs.com.sg">www.hcs.com.sg</a> )	<p>Framework and key guidelines on how to execute the HR activities and functions;</p> <p>Tips and pointers on how to manage specific HR matters</p> <p>HR Templates which companies can use immediately, or with some customisation, to meet company needs</p>	At no cost to SME
Step 2	Attend the Material Familiarisation Training	<p>A two-day training course with option to attend 1 day or 2 days</p> <p>Conducted by experienced HR professionals, this training will help SMEs better use the HR Capability Package materials</p>	<p>\$200 + GST for full 2 days training</p> <p>\$100 + GST for 1 day training</p>
Step 3	Apply for HR Capability Package	<p>Consultancy support to</p> <ul style="list-style-type: none"> <li>• customise the modules and templates to suit companies</li> <li>• write HR policies for companies</li> </ul>	\$S\$4,500 + GST per module with up to 50% funding*

\* Up to 50% the qualifying consultancy costs will be funded by SPRING under the BUILD (Business Upgrading Initiatives for Long-term Development) initiative

To help SMEs customise the modules in the HR Capability Programme to suit each company's unique business needs and strategy, HCS offers expert advice, training support and a network of experienced HR practitioners.

As Singapore's HR CET centre, HCS has the expertise and learning infrastructure to support SMEs in upgrading and managing their HR functions.

## HR CAPABILITY PACKAGE

Now SMEs can tap on SPRING Singapore's HR Capability Package to engage qualified HR consultants to help them customise the modules to their needs and write the corresponding HR policies for their organisations.

Each consultancy project should comprise the implementation of selected modules of the HR Capability Package to ensure that there is substantial transformation to their HR practices. There is no restriction on minimum number of modules. The project would lead to a written HR policy for the module or modules selected.

## What is the cost and how can the HR Capability Package help?

The consultancy cost per module is \$4,500\*.

SPRING Singapore helps to defray part of these qualifying costs of the consultancy projects. See table below:

Modules of HR Capability Package	Total Consultancy Cost	Amount Supported by SPRING Singapore (50%)
1 module	S\$4,500*	S\$2,250
2 modules	S\$9,000	S\$4,500
3 modules	S\$13,500	S\$6,750
4 modules	S\$18,000	S\$9,000
5 modules	S\$22,500	S\$11,250
6 modules	S\$27,000	S\$13,500

\*All fees are subjected to GST

## Who are the consultants?

The lead consultants participating in the programme are required to be certified as Practising Management Consultants (PMCs) and have the relevant expertise in consulting on HR areas.

## Who can apply?

All small and medium enterprises (SMEs) who meet the following criteria:

- At least 30% of the shareholding is local
- Either (a) group annual sales turnover of not more than S\$100 million OR (b) employment size of not more than 200 workers
- The proposed project is carried out for Singapore-based operations only
- At least one staff who is currently handling HR functions will be assigned to be part of the project team and he or she must have attended the MFT workshop for HR Capability Package prior to project commencement

## How can HCS help?

Under the HR Capability Package, HCS will provide 25 consultancy hours for each module.

## How does my company apply?

Interested SMEs can approach HCS to scope their consultancy needs based on the modules of the HR Capability Package, and request for a project proposal. With the proposal, SMEs can submit their application for the Programme.