



Dates and Fees

VENUE: Montfort Centre

Training Schedule

TIME: 9am - 6pm (40 hrs)

FEE: \$150.00 (after funding from VCF)

Registration

For Online Application

Please make crossed cheque payable to **Boys' Town** for amount of S\$300.00 and mailed to:

Boys' Town
622, Upper Bukit Timah Road,
Singapore 678117

For clarification, kindly contact Administration@67691618x37, or email to: training@boystown.org.sg

Trainer & Assessor

Trainer: Bro. Dominic Yeo-Koh

Assessor: Mr. Roland Yeow

Other Courses and Services

- ◆ Working effectively with families and significant with others of young clients
- ◆ Organize and implement group activities and recreation programmes

Profiling Tools:

- ◆ TJTA - *Taylor-Johnson Temperament Analysis*
- ◆ DISC - *Personal Profiles System Personality Tests*
- ◆ MBTI - *Briggs Type Indicator*

Research and Developmental:

- ◆ Research on Youth work
- ◆ Counselling Supervision
- ◆ School Counselling

Key Programme Outline

OBJECTIVES OF THE COURSE

- Promote co-operation in the workplace
- Implement efficient communication processes
- Report workplace issues
- Build and maintain networks and relationships

Promote co-operation in the workplace

- ◆ Work co-operatively with co-workers, supervisors and other professionals to manage workplace relationships in a positive way
- ◆ Undertake responsibilities identified in job role
- ◆ Supervise tasks appropriate to the skills and training of co-workers
- ◆ Provide suggestions to co-workers and supervisors to support the effective operation of the organization

Implement efficient communication processes

- ◆ Recognise and respect the individual differences of co-workers and other professionals
- ◆ Communicate clearly and use effective speaking and listening skills
- ◆ Communicate information in an inclusive and culturally appropriate manner
- ◆ Contribute to the development of communication processes and systems within the workplace
- ◆ Implement strategies to overcome barriers to communication
- ◆ Provide feedback to others regarding the effectiveness of communication within the workplace

Report workplace issues

- ◆ Identify conflicts in the workplace
- ◆ Implement problem solving techniques to resolve issues and concerns
- ◆ Negotiate difficult situations in a positive and assertive manner
- ◆ Participate in reporting and consultation processes

Build and maintain networks and relationships

- ◆ Facilitate communication to build networks
- ◆ Administer processes to maintain networks
- ◆ Develop external relationships

Boys' Town Training and Research Centre (RTTRC)

RTTRC sets to become a centre for youth training and research. Being an Approved Training Organization for WSQ – CSS programmes, we aim to develop and deliver high quality competency training for existing and future youth professionals. We hereby proudly present a series of relevant competency programmes and invite you to be a partner of our competency-based training programmes.

Strive for Knowledge and Competency