

## OBJECTIVE

The purpose of this workshop series is to help clarify employers' perceptions and expectations regarding the employment of persons with disabilities (PWDs) into their workforce. The workshops aim to provide participants with a fair employment framework that serves to guide the management of issues relating to employees with disabilities. The workshops also aim to help participants to be disability confident when engaging PWDs through the process of job placement to employee retention.

At the end of the 3 workshops, participants should be able to:

- a. APPRECIATE why companies employ PWDs based on fair employment principles;
- b. PROPOSE to and secure management support for the employment of PWDs;
- c. PREPARE the company for the employment of PWDs;
- d. EMPLOY best methods to employ PWDs suitable for their companies;
- e. MANAGE the performance of PWDs as another talent source to contribute to the success of the company;
- f. CREATE a safe workplace environment for PWDs

## METHODOLOGY

The workshops aim to engage participants in interactive learning with a mix of hands-on exercises, case studies, small group discussions and sharing critique and review.

## TARGET AUDIENCE

HR Practitioners, Employers, Fair Employment Practice/CSR advocates, Supervisors/Line Managers (Modules 1 & 2) Supervisors/Line Managers, safety officers, supervisors and management executives in charge of their organisation's safety planning (Module 3)

## DURATION

3 days in total



## OPEN DOOR FUND

Enable Persons with Disabilities  
with Fair Employment Opportunities

Launched in May 2007, the OPEN DOOR Fund provides a comprehensive package of incentives to support companies' initiatives to implement job redesign, workplace modification, integration and apprenticeship programmes for persons with disabilities.

## GENERAL INFORMATION ON PERSONS WITH DISABILITIES

Persons with disabilities are defined as those whose prospects of securing and retaining jobs, advancing in education and training institutions, employment and recreation as equal members of the community are substantially reduced as a result of physical, sensory, intellectual and development impairments.

In Singapore, persons with disabilities are classified under four broad categories of disabilities - sensory disabilities (hearing and visual impairment), intellectual disabilities (with an IQ of 70 and below), physical disabilities (e.g. amputee, polio) and other global development delay (e.g. Autism Spectrum Disorder).

## ABOUT THE OPEN DOOR FUND

The OPEN DOOR Fund is set up by the Ministry of Community Development, Youth and Sports (MCYS); supported by the Singapore Workforce Development Agency (WDA); and administered by the Singapore National Employers Federation (SNEF).

## FOR MORE INFORMATION

Kindly email SNEF at [opendoor@snef.org.sg](mailto:opendoor@snef.org.sg) or visit our website at [www.jobs-odf.com.sg](http://www.jobs-odf.com.sg)

Hotline: 65 6827 6944 and Fax: 65 6737 7587

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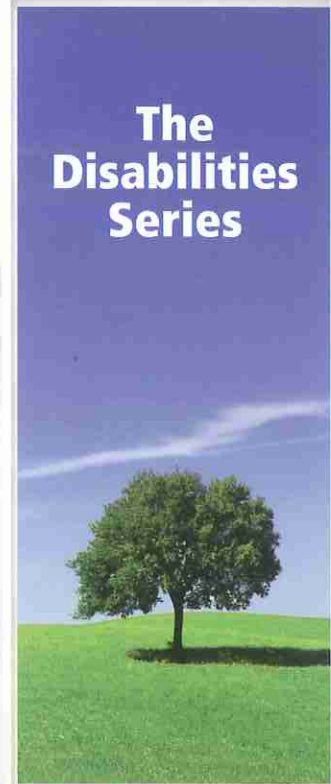


In collaboration with

Tripartite  
Alliance for  
Fair  
Employment  
Practices

# Diversity Management

## The Disabilities Series



## ADOPTING FAIR EMPLOYMENT PRACTICES – CREATING EMPLOYMENT OPPORTUNITIES FOR PERSONS WITH DISABILITIES

### WORKSHOP OBJECTIVE

Participants will be led on a journey of discovery about the truth behind the myths and misperceptions of Persons with Disabilities (PWDs) and their role in the world of work. It starts by introducing the concept of fair employment principles, and through interactive discussions and role playing exercises, will guide participants in exploring how the idea of employing (PWDs) is a good employment practice that makes perfect business sense (i.e. the business case).

- a. Appreciate why companies employ PWDs based on fair employment principles
- b. Gain an initial understanding on how to engage PWDs in the workplace

### TARGET AUDIENCE

Employers, HR Practitioners, Fair Employment Practice/CSR advocates, Supervisors/Line Managers

### DURATION

1 day

### PRICE

\$374.50 (inclusive of 7% GST)

### AFTER COURSE FEE FUNDING

**Pay only \$59.50**

## MANAGING DISABILITIES IN THE WORKPLACE

### WORKSHOP OBJECTIVE

To equip participants with knowledge (the 'that' and the 'how') and the confidence to engage potential or existing colleagues with disabilities are the key goals for this workshop. HR practitioners and supervisors will especially benefit from being able to further develop their capacity to help build a more inclusive workplace. This workshop is particularly suited for companies and organisations that are just embarking on the employment of PWDs, and for HR practitioners who are new with the employment process with PWDs.

- a. Prepare the company for the employment of PWDs;
- b. Employ best methods to employ PWDs suitable for their companies;
- c. Manage the performance issues of PWDs to enable them to contribute successfully to the organisation

### TARGET AUDIENCE

Employers, HR Practitioners, Fair Employment Practice/CSR advocates, Supervisors/Line Managers

### DURATION

1 day

### PRICE

\$374.50 (inclusive of 7% GST)

### AFTER COURSE FEE FUNDING

**Pay only \$59.50**

## OCCUPATIONAL SAFETY AND HEALTH - A SAFE WORKPLACE FOR WORKERS WITH DISABILITIES, A SAFER WORKPLACE FOR ALL

### WORKSHOP OBJECTIVE

The workshop aims to assist HR practitioners, safety officers, supervisors and management executives who are charged with the responsibility of designing or maintaining their organization's Workplace Safety and Health (WSH) guidelines and procedures, to take into account of the needs of workers with disabilities, in accordance to our national WSH Act's framework.

### TARGET AUDIENCE

Supervisors/Line managers, safety officers, supervisors and management executives in charge of their organisation's safety planning and implementation

### DURATION

1 day

### PRICE

\$481.50 (Inclusive of 7% GST)

### AFTER COURSE FEE FUNDING

**Pay only \$76.50**