

INVITATION



S-OJT WORKSHOP

Programme: Blueprint Development

Date : Thu 28 Jan 2010

Venue : Sheraton Towers Singapore
39 Scotts Road
Singapore 228230

Time : 9.00am to 5.00pm

Workshop Description

This 1-day workshop provides participants with an opportunity to learn about a systematic approach to OJT blueprint and instructional development.

Workshop Objectives

At the end of the workshop, participants will be able to:

- Identify key elements to the blueprint development process;
- Learn the 5-Phase blueprint development approach; and
- Identify key components of a training plan/schedule/record.

Who Should Attend

Supervisors, Managers, Trainers, Training Administrators or anyone in your organisation who has the responsibility to develop blueprints.

Workshop Outline

- Overview of structured OJT;
- Five-Phase OJT blueprint development process; and
- Hands-on practice on blueprint development.

Facilitator

The COJTC Team consists of a group of Industry Officers from the Industry-Based-Training Division of Institute of Technical Education (ITE) who are specialists in OJT development and are well-versed in designing and delivering in-house coaching sessions and blueprint development for partners across all industries. With over 10 years of experience in conducting training and curriculum development, the team has helped trained industry personnel to develop and successfully implement structured OJT programme within their organisations with resounding results.

The team has attended various training courses such as Train-The-Trainer Boot Camp conducted by Bob Pike Group, USA, Develop A Curriculum workshop (DACUM) by Ohio State University, USA as well as Training and Development programmes conducted by ITE, Singapore Institute of Management (SIM), SPRING Singapore and other leading overseas institutions. Invaluable lessons learnt from these institutions were used to help develop this programme which will enhance the skills of participants.

Fees Details

For IBT-Partners:

(i.e, Companies partnership with ITE in Certified On-The-Job Training Centre Scheme, Traineeship Scheme or Approved Training Centre Scheme):

- **\$S169 (GST included) per participant if you register 2 or more participants together in one application OR**
- **\$S199 (GST included) per participant in one application.**

For Non-Partners:

- **\$S207 (GST included) per participant if you register 2 or more participants together in one application OR**
- **\$S259 (GST included) per participant in one application.**

(All fees are inclusive of lunch, 2 coffee breaks, training materials and Certificate of Achievement)

Registration Details

- Vacancies are limited. Registration is accepted and confirmed only upon receipt of the enclosed registration form and payment.
- The registration form should reach us by **Wed 13 Jan 2010**. An acknowledgement will be sent upon receipt of registration form.
- Please do not send cash by post. Crossed cheques should be made payable to **ITE**. A receipt will be issued after the payment is processed.

Please send the completed registration form(s) and payment to:

**Industry Services Department
Institute of Technical Education
10 Dover Drive Singapore 138683
Attn: Ms Lau Soek Yan, Executive Officer**

There will be no refund of fees in the event of a withdrawal after the registration has been confirmed. However, a replacement is allowed.

Participants are encouraged to use the MRT as the nearest station (Newton MRT) is just a stone's throw distance away from the hotel.

Registration Form

Programme: Blueprint Development



Section A – To be completed by Company

Please fill in the particulars of the participant(s).

Thu 28 Jan 2010

Name and Designation	Email

Note: Please make copies of this form if the space provided is insufficient.

Name of Company			
RCB Ref No			
Address			
Contact Person	Mr/Mrs/Ms/Mdm:		
Designation		Email	
Tel No		Fax No	
IBT Partner*	Yes/ No	Total Fee (See Table 1)	\$ _____
Mode of Payment	Cheque/ GIRO	Cheque/ GIRO Ref No. & Date	

*A company is considered an Industry-Based Training (IBT) partner if it participates in any of the following schemes: **Certified On-The-Job Training Centre Scheme, Traineeship Scheme or Approved Training Centre Scheme.**

Table 1

	Nett Amount Per Participant (Based on each Registration)	
	For 1 Participant (GST included)	For 2 or more Participants (GST included)
IBT Partner*	\$199	\$169
Non-IBT Partner	\$259	\$207

Please send your completed registration form(s) and payment by the closing date to confirm your registration. All crossed cheques must be made payable to **ITE**, with the programme title indicated on the back of the cheques. There will be no refund of fees in the event of a withdrawal after the registration has been confirmed. However, a replacement is allowed. For enquiries, please call 65902429 (Mr Tong It Hong) / 65902442 (Mr Derrick Tan) / 65902440 (Mr Gerard Das) or visit our website at <http://www.ite.edu.sg/ibt>