



## HOW TO APPLY

SMEs or PMETs who require more information on P-MAX can contact the following appointed Programme Managers (PMs).



### ASSOCIATION OF SMALL AND MEDIUM ENTERPRISES (ASME)

Tel : 6513 0349 / 0350  
Email : pmax@asme.org.sg  
Website : www.pmax.sg



### SINGAPORE NATIONAL EMPLOYERS FEDERATION (SNEF)

Tel : 6827 6977  
Email : p-max@snef.org.sg  
Website : www.p-max.sg



### SINGAPORE MANUFACTURING FEDERATION (SMF)

Tel : 6826 3051 / 3076  
Email : p-max@smfederation.org.sg  
Website : www.pmaxsingapore.com



### SINGAPORE PRODUCTIVITY ASSOCIATION (SPA)

Tel : 6375 0939 / 0936  
Email : p-max@spa.org.sg  
Website : www.spa.org.sg/p-maxspa.html



### U SME (An initiative of NTUC)

Tel : 6213 8850  
Email : p-max@ntuc.org.sg  
Website : www.pmax-usme.sg



### WORKFORCE ADVANCEMENT FEDERATION (WAF)

Tel : 6597 8338 / 8344  
Email : pmax@waf.org.sg  
Website : www.pmax.waf.org.sg



## TESTIMONIALS



The “Place-and-Train” programme has assisted Gabriel, our Art Director, foster better workplace communication. He also learnt to manage our pool of freelancers effectively and understands the employer’s perspectives better which has enabled the company to work synergistically towards **a common goal**. Furthermore, I am very elated that the company has also attained **a business growth of 20% sales with Gabriel’s hard work**.



**Gerry Gabriele Seah**  
Director  
Bridge & Tower International Pte Ltd



I found the Talent Resource Kit particularly useful. It guided me to **set relevant work goals**, and allowed me to meet my manager regularly to brainstorm and generate more action plans. The Programme helped to **improve execution of work** as well as establish **stronger internal communication channels needed for longer term planning**.




**Mr Ng Wujie**  
Contracts Manager  
CAG Construction Pte Ltd



**Workforce Singapore**  
1 Marina Boulevard #18-01  
One Marina Boulevard  
Singapore 018989

Tel (65) 6883 5885

Printed in March 2017

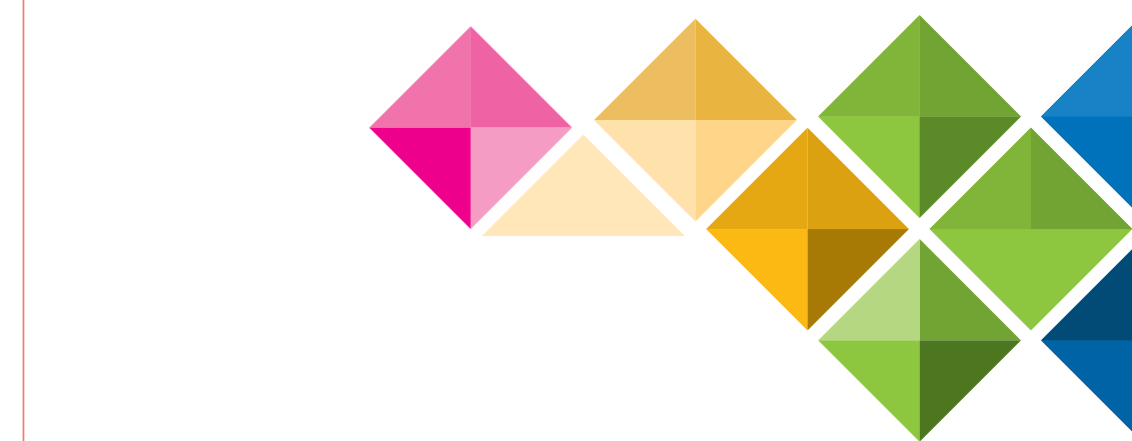


# P-MAX

---

## Maximise Your Potential

A **Place-and-Train Programme** for  
Professionals, Managers, Executives and Technicians





# UNLEASH THE FULL POTENTIAL OF YOUR WORKFORCE

Small and Medium Enterprises (SMEs) form 99% of all enterprises in Singapore and have an integral role to play in Singapore's economy. SMEs currently employ around seven out of every ten workers, and contribute nearly half of Singapore's Gross Domestic Product (GDP). In today's highly competitive business environment, a critical success factor is the recruitment and retention of talent. However, this is also an area that many SMEs are challenged to overcome in Singapore, with the limited pool of local talent in our tight labour market.

With Professionals, Managers, Executives and Technicians (PMETs) set to form the majority of our local workforce in the years ahead, it is therefore imperative to have more attention and resources dedicated to ensure that local PMETs across different age groups and income levels continue to remain relevant and gainfully employed, potentially within SMEs that can offer interesting and challenging career opportunities.

With support from Workforce Singapore (WSG), the following Programme Managers (PMs) have been appointed to administer their respective Place-and-Train (PnT) programmes for SMEs and PMETs under P-Max.

- |   |   |
|---|---|
| 1. Association of Small and Medium Enterprises (ASME) | 4. Singapore Productivity Association's (SPA) |
| 2. Singapore National Employers Federation (SNEF)     | 5. U SME (An initiative of NTUC)              |
| 3. Singapore Manufacturing Federation (SMF)           | 6. Workforce Advancement Federation (WAF)     |

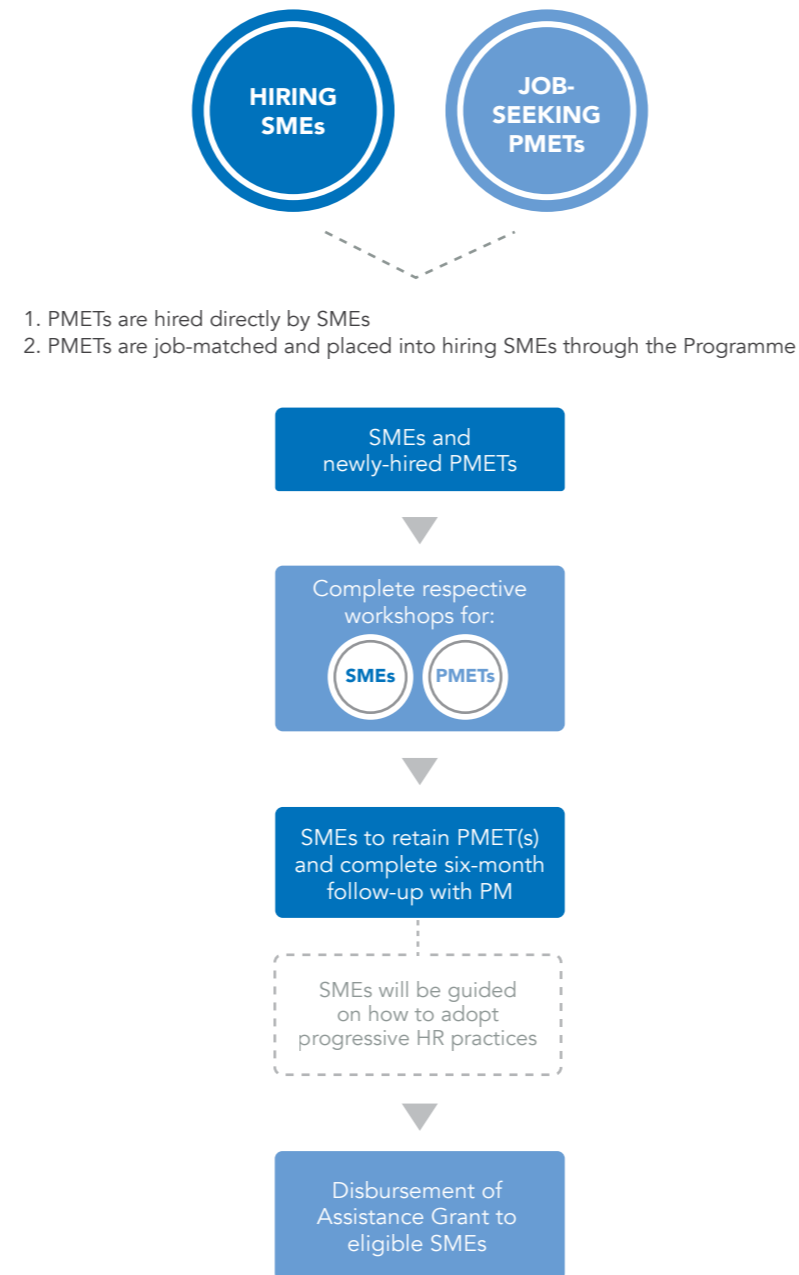
## > About P-MAX

The PnT programmes under P-MAX will assist SMEs to better recruit, train, manage and retain their newly-hired PMETs, encourage the adoption of progressive human resource practices within SMEs, and help to place job-seeking PMETs into suitable SME jobs.

For P-MAX, appointed PMs shall undertake:

JOB MATCHING	TRAINING	POST-TRAINING FOLLOW-UP
Match job-seeking PMETs into suitable positions in hiring SMEs.	<p>Conduct workshops for SME and PMET participants.</p> <p><b>SME workshop:</b> SME Representatives (SME Reps) shall learn how to better communicate with their newly-hired PMETs, and to adopt and incorporate progressive HR best practices/guidelines within their SMEs.</p> <p><b>PMETs workshop:</b> Newly-hired PMETs shall learn how to better acclimatise to and take on SME jobs.</p>	Upon completion of workshops, PMs will conduct a six-month follow-up to assist SMEs to better manage and retain their newly-hired PMETs.

# P-MAX Programme Concept



# GIVING YOU THE SUPPORT YOU NEED

With up to 90% funding support from WSG, SMEs will only be required to pay the 10% nett course fees for the respective SME and PMETs workshops.

## > Funding Support

ASME PnT PROGRAMME	SNEF / SMF/ SPA / WAF / U SME (An initiative of NTUC) PnT PROGRAMME
<b>1</b> -DAY SME WORKSHOP	<b>1</b> -DAY SME WORKSHOP
<b>3</b> -DAY PMET WORKSHOP	<b>2</b> -DAY PMET WORKSHOP
UP TO 90% COURSE FEE FUNDING BY WSG (FOR SINGAPOREANS/PRs)	

## > Assistance Grant

SMEs will receive a one-time \$5,000 Assistance Grant upon:

- Successful retention of their newly-hired PMETs for at least six months upon completion of both the SME and PMET workshops under the Programme.
- Endorsement by PM to have completed the six-month follow-up under the Programme.

## > Eligibility Criteria

**SMEs will need to meet the following criteria to be eligible for WSG funding support:**

- Be registered or incorporated in Singapore
- Be made up of at least 30% local shareholding
- Have an annual sales turnover of not more than \$100 million or employment size not exceeding 200 employees
- Offer PMET jobs with a gross salary of at least \$2,500

**PMETs will need to meet the following criteria to be eligible for WSG funding support:**

- Be a Singapore Citizen or Permanent Resident who is keen to pursue a full-time career in an SME; and
- Possess educational qualifications that are Diploma or higher, or employed/have prior work experience in a PMET position; and
- Have graduated or completed National Service for a minimum period of 12 months