

# NEW UPDATES TO P-MAX PROGRAMME 2021



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## NEW ENHANCEMENTS TO P-MAX PROGRAMME

COMPANIES YET TO RECEIVE \$5,000	COMPANIES THAT HAVE ALREADY RECEIVED \$5,000	
<p><b>One-time \$10,000</b> per company for successful retention of eligible new PMET hire:</p> <ul style="list-style-type: none"> <li>✓ Singaporean aged 50 or more</li> <li>✓ Monthly gross salary of at least \$2,500</li> </ul>	<p><b>CLAIM ADDITIONAL ONE-TIME \$5,000</b></p> <p>for successful retention of eligible new PMET hire:</p> <ul style="list-style-type: none"> <li>✓ Singaporean aged 50 or more</li> <li>✓ Monthly gross salary of at least \$2,500</li> </ul>	
<p><b>OR</b></p>		
<p><b>\$5,000</b> for successful retention of eligible new PMET hire:</p> <ul style="list-style-type: none"> <li>✓ SG aged 50 or more</li> <li>✓ Monthly gross salary of at least \$2,500</li> </ul>		<p><b>\$5,000</b> for successful retention of eligible new PMET hire:</p> <ul style="list-style-type: none"> <li>✓ SG or PR with monthly gross salary of at least \$2,500</li> <li>✓ Graduated OR completed NS &gt; 12 mths</li> </ul>

To be eligible to receive the grant of up to \$10,000 once-off per eligible SME entity, your company must have hired an **eligible PMET\*** within the last 3 months whom meets the following:

## **(A) P-Max Track- One-time S\$5,000 Assistance Grant**

- ✓ SG or PR with  $\geq$  \$2,500 monthly gross salary
- ✓ Graduated or completed National Service for at least one year, whichever is later.
- ✓ Possess educational qualifications that are Diploma or higher, or employed/have prior work experience in a PMET position;
- ✓ Company has not received grant through Max Talent or P-Max before

## **AND/OR**

## **(B) P-Max Track for Older Workers; One-time S\$10,000\* (capped) Assistance Grant**

- ✓ SG aged  $\geq$  50 years old with  $\geq$  \$2,500 monthly gross salary

\*\$10,000 grant is claimable once-off per eligible company that has yet to claim (A). Company may receive up to \$10,000 grant should both (A) and (B) be met.

The **PMET applicant** should also meet the following requirements in order to be eligible:

Must not be connected to the P-Max participating company as below:

- a. Shareholder of P-Max company or its related companies<sup>1</sup>;
- b. Related to the owners<sup>2</sup> of the P-Max company;
- c. Immediate ex-staff of the P-Max company or related entities.

Note:

<sup>1</sup> This does not apply to shareholders who hold publicly traded shares in listed companies.

<sup>2</sup> For non-publicly listed companies, refer to individuals with shareholding per ACRA profile.

Upon attending our online P-Max@WAF Workshop (2-days for PMET & 1-day for Supervisor), WAF will provide 6 months post-placement support to companies via our 2 online meetings and digital HR toolkit which serves as a simplified performance appraisal.

**SMEs will receive the respective Assistance Grant upon:**

**(A) P-Max Track- One-time S\$5,000 Assistance Grant**

- ✓ Successful retention of their newly-hired PMET(s) for at least six months upon completion of P-Max@WAF Workshop
- ✓ Successful completion of online HR Toolkit (very hassle-free and easy to complete online)

**(B) P-Max Track for Older Workers**

- ✓ Successful retention of their newly-hired PMET(s) for at least six months upon completion of P-Max@WAF Workshop & Age Management Workshop
- ✓ Successful completion of online HR Toolkit (including Age Management toolkit & implementation of Age Management practices)
- ✓ First time participating SMEs will receive a one-time S\$10,000 assistance grant under this track
- ✓ SMEs which previously completed P-Max/Max Talent will receive an additional S\$5,000 under this track

Note: PMETs must be receiving at least \$2,500 monthly gross salary with due CPF contribution throughout the programme.

## Step 1 – Free Online Enrolment for SMEs

Register online here: <https://pmax.waf.org.sg/page/registration-sme.php>

## Step 2 – Receive Login Details

Upon successful registration, you will receive an email with your login details to log in to our P-Max@WAF Portal

## Step 3 – Register for P-Max@WAF Workshop

- ✓ Upon login, click on **PMET/Supervisor Profile tab** to register for our upcoming online 2-Day Workshop by filling up details of the Supervisor & PMET attending the workshop.
- ✓ Each company must send at least 1 Supervisor\* (attend 1<sup>st</sup> day only, \$50nett/pax) and 1 PMET (attends both days,\$138nett/pax) to attend the workshop\_Only for SG or PR
- ✓ Workshops are scheduled only a monthly basis, seats available on a first-come basis.
- ✓ \*Supervisor to attend additional **1-Day Age Management Workshop** [applicable for SME with new PMET hire ≥ 50 years old only]\_WAF will follow up on available dates after P-Max@WAF workshop has been attended.

## **Supervisor attends 1<sup>st</sup> day with PMET @\$50 Nett. PMET attends both 2 days @\$138 Nett.**

- ❖ Workshop focus on experiential learning and fun hands-on games & activities to help foster closer communications between Supervisor & new hire.
- ❖ Supervisor would be able to better coach and groom new hire to maximise their potential and for new hire to quickly adapt to the company's working environment.
- ❖ Multiple interactive and simulated exercises conducted btw Supervisor and new hire during 1<sup>st</sup> day joint-training.

## **Supervisors can expect the following topic outlines on the 1<sup>st</sup> day via joint-training and simulated exercises with PMETs:**

- ✓ Goal settings to achieve and impact organisational growth
- ✓ Coaching techniques to develop talents
- ✓ Communication tools for quality results
- ✓ Understanding and managing different personality types
- ✓ Problem solving as a team

## **In addition to above, PMETs can expect the following topic outlines:**

- ✓ Improving personal effectiveness and workplace relationship management
- ✓ Managing resources in an SME efficiently
- ✓ Workplace Ethics
- ✓ Leadership skills and development

**Only the assigned Supervisor is required to attend the online age management workshop to be scheduled after P-Max@WAF workshop has been attended. The course fee is 90% co-funded by WSG @\$50 nett for SG and PR only.**

## **Under the (B) P-Max Track for Older Workers; SC aged $\geq$ 50- One-time**

Supervisors who oversee the newly-hired PMETs in their capacity are also required to attend a 1-day SME Age Management workshop to equip with skills on Age Management practices.

### **Course Outline**

- ✓ Establish and communicate Company's Policy on Age-Friendly Recruitment
- ✓ Implement Recruitment and Selection Process that embrace Fair Employment Practices
- ✓ Implement Total Performance Management System to manage employees' performance
- ✓ Challenges and Benefits of hiring older workers and the importance of inclusive practices at workplaces
- ✓ Identify and implement age-friendly job and workplace redesign to facilitate employment of older workers
- ✓ Understand and provide various types of flexible work arrangements for older workers
- ✓ Identify and implement employee well-being programmes for older workers
- ✓ Identify competencies required for job and/or identify needs to up-skill, re-skill older workers to meet business needs

**Contact Ms Celine Sim from WAF Secretariat to find out more about P-Max Programme.**

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