

Certificate in Pre-retirement & Re-employment Counselling



Introduction

Older workers possess valuable skills and knowledge and have made significant contributions to the company and society. A key challenge for HR personnel is to effectively deploy and harness their skills, experience and expertise so that companies can remain competitive. If re-employment and / or re-deployment are not possible within the company, HR personnel will need the necessary skills and knowledge to explore with older employees the options available; as well as conduct pre-retirement counselling, where necessary.

The aim of this course is to train participants to provide basic pre-retirement and / or re-employment counselling to mature employees.

Objectives

- To enhance participants' knowledge and understanding of mature employees
- To equip participants with basic counselling, assessment, intervention and referral skills so that they are able to offer pre-retirement and / or re-employment counselling to facilitate a smooth transition to the next phase of life for older adults

Target Audience

- Human resource personnel
- Supervisors of mature employees

Brief Course Outline

A. Understanding Older Adults

- Understanding the issues & concerns of pre-retirees
- Understanding age-associated physical & psychological changes
- Health maintenance & coping strategies
- Financial issues & planning for older adults

B. Counselling Older Adults

- Counselling : Definition, objectives & pitfalls
- Self-awareness & sensitivity
- Values clarification
- Counselling process & skills
- Locally developed model for counselling older adults

C. Re-employment & Pre-retirement : Skills Application

- Working with those who wish to be re-employed
- Coping with loss and managing expectations
- Self-assessment of pre-retirees
- Job search and re-training resources
- Working with those who are retiring : Meaningful retirement
- Relationships in late life
- Community / voluntary work

Methodology

- Lectures
- Videos
- Case discussions
- Quizzes
- Role-plays & role rehearsals
- Experiential exercises
- Skills training

Course Duration

Five days, one day a week

Course Fees & Registration

For more information or registration, please contact :

Centre For Seniors

Tel : 6478-5010

e-mail :

jim.then@centreforseniors.org.sg

Training Venue

The training can be conducted at the client's premises or at :

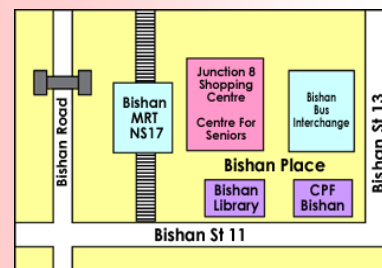
Centre For Seniors

9 Bishan Place

#10-02

Junction 8 Office Tower

Singapore 579837



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