

Our programmes are tailored with the individual in mind.

As Workforce Singapore's appointed Career Matching Provider, we take pride in delivering high quality services to create a positive change to the Singapore labour market and enable better lives.

We work with individuals to provide guidance, support and training. Through our coaching, workshops and training we believe everyone can find the right job and improve their life through work.

We are Ingeus.

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1. Explore Skills Framework (for 35 sectors) For Your Job Search & Career Planning

Skills Framework is an integral component of the Industry Transformation Maps. It is co-created by Employers, Industry Associations, Education Institutions, Unions and Government for the Singapore workforce.

Skills Framework provides key sector information, occupations/job roles, and the required existing and emerging skills.

Skills Framework is also developed with the objectives to build deep skills for a lean workforce, enhance business competitiveness and support employment and employability.

Who is it for?

- Individuals who wish to join or progress within a specific sector
- Assess your career interests and aspirations within the sector
- Identify relevant training programmes to upgrade and enhance your skills
- Prepare for the desired job roles and opportunities within the sector

How does it work?

Skills Framework consists of 35 sectors and in each sector, there are 4 components.

Sector

This sector component provides information on the Skills Framework for each sector, including information on trends and workforce profiles in the sector.

When you download the Guide to Occupation and Skills for the sector, you will gain an insight on the various sectors, manpower statistics, the respective job roles within the respective career tracks in the sectors that is in line with the Industry Transformation Map.

Using the sector's growth and opportunity, key statistics, future developments and desired attributes and skills in demand, individuals can plan their career better in the next role and for career progression.

Reference - <https://www.skillsfuture.gov.sg/skills-framework>

Skills Map

The Skills Map covers the job roles, critical work functions, key tasks and skills and competencies aligned to the career tracks.

When you download the Skills Map, Skills and Competencies of 35 ITM (Industry Transformation Map) sectors, there will be a detailed list of occupations and job roles with in-depth details of the job descriptions of the whole sector. It also includes their critical work functions, main tasks, key skills and the level of competencies for the respective roles. This will help in a more focused job search by understanding the job roles and how to position one's key skills and level of competencies.

Skills and Competencies

Each of the job roles identified are accompanied by a list of skills and competencies under two broad categories:

- (a) Technical Skills and Competencies, which comprises of occupation/job-specific knowledge, skills and abilities that a person needs to have to perform the various tasks.
- (b) Critical Core Skills (CCS), as identified for each job. CCSs are employability/transferable skills and competencies.
- (c) This will help individuals to equip themselves with the relevant skills and competencies, be it to upskill or close up skills gap.

Training Programmes

For new entrants and in-service employees in the sector to identify and enroll in relevant training programmes to acquire the necessary skills.

Embark on exploring The Skills Framework for 35 sectors and 4 components to help you navigate better in your next role and for your career planning.



“ While a job hunt consists of a fixed set of activities like job applications and attending interviews , it is an ongoing process that is often fluid. To be even better at your job hunt, you should ideally be networking regularly and brand building, gaining new skills and evaluating the job market to ensure that your brand and value remains current.

Our Career Accelerator workshops offer you the opportunity to do this and meet with other job seekers, some of whom are thought leaders in their respective fields to exchange pointers or simply just connect! “

- Career Coach Serene Wong



2. Testimonials From Satisfied Clients Who Benefitted From Our Programme

“ I would like to thank my job coach Serene Wong and Ingeus for being such a rock in my career search journey... Serene kept me rooted to the ground when she help me with goal setting, coached me on what to expect before I went for my interviews and boost my confidence when I'm in doubt with my qualifications and job experiences... Without her hard work and motivation in helping me secure a job, I don't think I'll be where I'm at right now... From the bottom of my heart, I'd like to once again like to thank you Serene for being the person you are...”

- Muhammed Shariff Bin Abdullah, Client



“ I was lost after losing my job of nearly 21 years in a financial institution. I do not even know how to put up a good resume in tune with current times, let alone interview skills and the current job market trends. I chanced upon CMP. My CMP job coach Ms Serene Wong of Ingeus crystallised my thoughts and guided me to put up a good resume which was the first step into job hunting. Next, she went through with me the jobs in the present market in my domain so that I can understand and be realistic with my expectations. Serene will submit for me some of the jobs she felt suitable. That landed me in a few interviews. If all else failed, at least I have a chance to practise and exposed to some interview techniques. Prior to my very first interview, Serene guided me on some interview skills like what questions to ask and how to answer certain questions. After a few rounds, I felt more confident. With my confidence I finally got an offer to get back to my previous area of work with a reasonable salary. I felt a sense of accomplishment. Without Serene's coaching and support, I would not have made it. Please be mindful that job searching is not a solo or lonely process. Get the readily available help you need by joining CMP! Thank you Serene! ... you are doing a very meaningful job, bringing back people's livelihoods with dignity in these uncertain economic times and also in the down times of people's lives! Keep it up!”

- Luke Tuck Wai Loke, Client

3. Improve Your Job Search Skills Through Career Accelerator Workshops

Module 1 Job Search Jedi

- Identify industries/job hotspots in seconds using modern online tools and information
- Techniques to get noticed by headhunters and generate more interview opportunities
- Beat the ATS and also save precious hours scrolling through pages of job listings

Module 2 Resume & Cover Letter Preparation

- Know what is required for CVs today
- Create a CV that appeals to employers by focusing on your value proposition
- Prepare an effective and personalised cover letter

Module 3 Successful Interview Techniques

- Interview coaching using proven techniques
- Overcome tough interview questions effectively
- How to prepare before you go for the interview

Module 4 Build Personal Branding on LinkedIn

- Develop an online personal branding statement that differentiates you from others
- Learn how to apply it to develop a powerful LinkedIn account that gets the attention of recruiters
- Understand your core competencies and leverage on your unique set of skills and experience

Module 5 Networking & Elevator Pitch

- Learn techniques and tips to overcoming barriers to networking and network with ease
- Discover ways to find networking opportunity and follow up meaningfully
- Develop and deliver your elevator pitch for networking or when you meet with employers

Module 1 Job Search Jedi	Module 2 Resume & Cover Letter Preparation	Module 3 Successful Interview Techniques	Module 4 Build Personal Branding on LinkedIn	Module 5 Networking & Elevator Pitch
23 Jan 2024 14 Feb 2024 05 Mar 2024	24 Jan 2024 15 Feb 2024 06 Mar 2024	25 Jan 2024 20 Feb 2024 07 Mar 2024	30 Jan 2024 21 Feb 2024 12 Mar 2024	31 Jan 2024 22 Feb 2024 13 Mar 2024

January to March Timetables

Date	Time	Module Title	Email Address
23/01/2024 (Tuesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
24/01/2024 (Wednesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
25/01/2024 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
30/01/2024 (Tuesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
31/01/2024 (Wednesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 02 to 19 January 2024

Date	Time	Module Title	Email Address
14/02/2024 (Wednesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
15/02/2024 (Thursday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
20/02/2024 (Tuesday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
21/02/2024 (Wednesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
22/02/2024 (Thursday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 23 January to 09 February 2024

Date	Time	Module Title	Email Address
05/03/2024 (Tuesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
06/03/2024 (Wednesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
07/03/2024 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
12/03/2024 (Tuesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
13/03/2024 (Wednesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 14 February to 01 March 2024

Steps to register for Career Accelerator Modules

- To register your interest for each Module, do email to the respective email address (copy coach in the email), according to the Sample Email as shown below. Upon receipt of your email, you will receive a system generated email to acknowledge your interest for the workshops.
- Confirmation email and Webex Meeting Link for the modules you have successfully registered for, will be sent to you few days before the modules, with the joining instructions.

Sample Email 1 - to register for M1: Job Search Jedi

- Send an email to: CA.M1@ingeus.com.sg (copy coach)
- Subject: Registration for [M1: Job Search Jedi - 23/01/2024](#)

Module	Date of Workshop	Clients Name	Client's Email Address	Name of coach
M1	23/01/2024	John Smith	jsmith_@hotmail.com	Coach A

4. Events for January to March 2024

WSG Events & Activities

Click the image on the left-hand side to view the [WSG CareersFinder](#), your personalised upskilling and career recommendations.

Click the image on the right-hand side to view the [WSG Workopedia](#)

- ✓ Upcoming Online Career Events
- ✓ Upcoming Physical Events
- ✓ Workshops & Seminars



5. Resources For Your Personal Journey



Support GoWhere

Get the help you need

Find support schemes and services all in one place.

[SupportGoWhere \(life.gov.sg\)](https://life.gov.sg)



Mental Health
30 social support available

[Mental Health - SupportGoWhere \(life.gov.sg\)](https://life.gov.sg)

Survey

We appreciate
your feedback

Do look out for our survey link which will be emailed to you and help to complete the survey. Thank you!

You can contact us at: <https://ingeus.com.sg/contact-us>
Or email us at feedback@ingeus.com.sg if you have any feedback on our service and/or any suggestion/s on how we can improve this newsletter.