

WorkPro Work-Life Grant

List of Approved Work-Life Grant Consultants providing work-life consultancy services under the WorkPro Work-Life Grant

Updated as of 31 Mar 2017

(Arranged in alphabetical order)

No.	Name	Company	Contact Details	Areas of Work-Life Consultancy Services Provided	Fees
1	Mr Alvin Chen	Heyday Innovate Pte Ltd, Principal Consultant	Office: 62322332 Email: alvin@heydaysuccess.com	<ul style="list-style-type: none"> • Customised pricing structures to meet your business budget and needs. • Commitment to providing advice and assistance in Work-life Grant Application from start to end. • Achieve & measure social impact via expert input from an experienced social researcher and practitioner in the social enterprise field. • Assistance and advice on work-life issues, promoting family life and enhancing personal performance at work through motivational strategies. • Detailed Needs analysis using a proven psychometric system to assess business needs and employees work-life needs. • Qualitative and quantitative data analysis to effectively identify implementation barriers of the work-life programme and create suitable solutions / refinements. • Collaborative approach in designing suitable flexible work arrangements (FWAs), employee assistance and communication plan involving work-life team. • Provision of processes and templates such as employee rostering system and daily work progress tracking systems. • Complementary performance coaching for work life ambassadors to successfully implement effective work-life culture. • Complementary Team based Coaching to navigate change management to FWAs for leaders and decision makers. • Formalisation of FWAs together with HR personnel - designing of leave scheme, performance tracking and career advancement for staff under FWAs. • Advise & assistance to work towards FWA incentive grant application. 	-

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2	Mr Benjamin Chan Wing Hon	Hu-Tech Consulting, Principal Consultant	Mobile: 98382688 Email: benjaminchan@hu-techconsulting.com	<ul style="list-style-type: none"> • Develop and implement strategies on flexible work arrangements (FWA). • Assess which FWAs meet business needs. • Conduct needs analysis to identify employees' work-life needs and suitable FWAs. • Develop implementation plan which includes training supervisors to manage and engage employees on FWAs, performance targets, work deliverables and arrangements. • Pilot at least 2 new FWAs, monitor effectiveness and make refinements after receiving feedback from stakeholders. • Formalise FWAs in HR policy. • Complements services with HR expertise and experience in age management, recruitment, performance management, compensation, training, manpower planning and career management to help SMEs recruit and retain staff. 	Negotiable
3	Mr Benson Leong	SP Consulting (International) Pte Ltd, Director	Office: 67495698 Mobile: 97322304 Email: benleong@spgp.com	<ul style="list-style-type: none"> • Work-life consultancy on development and implementation of work-life strategies and flexible work arrangements. • Assistance in WorkPro application and claims submission. • Work-Life Training. 	Depending on size and complexity of organisation

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4	Ms Cheng Xiu Wen, Joan	Accorrus International Pte Ltd, Senior Project Consultant	Mobile: 97923056 Email: worklife@accorrus.com	<ul style="list-style-type: none"> • Assess business needs to identify suitable flexible work arrangements (FWAs) for the organisation's operations. • Conduct a work-life needs assessment for employees. • Identify and recommend feasible and sustainable FWAs aligned to organisation's goals and address employees' needs. • Develop a FWA implementation plan that includes a communication plan to engage employees. • Implement FWA pilot within the organisation. • Consult relevant stakeholders on the FWA pilot. • Review the FWA pilot and evaluate effectiveness of FWAs. • Refine FWA policy and guidelines. • Advise on WorkPro Work-Life Grant applications and claim submissions. 	-
5	Ms Chew Li Lian, Jeannie	Edvantedge Pte Ltd, Director	Office: 68714041 Email: jeannie@edvantedge.com	<ul style="list-style-type: none"> • Needs analysis, solutioning and piloting of solutions, training of team leads and staff, follow-up and tracking of solutions, building of internal communication structures to support work-life strategies. 	-

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6	Ms Eileen Ng Lay Yoong	Linz Consultancy Pte Ltd, Chief Operating Officer	Mobile: 98767676 Email: eileen@linzconsultancy.com	<ul style="list-style-type: none"> • Assist and advise on work-life issues, promoting and enabling work environment to increase productivity and performance. • Needs analysis to assess business needs and employees work-life needs. • Research based proposal seeking strategies and solutions to enable work-life integration. • Design suitable flexible work arrangements (FWAs), employee engagement and communication plan involving team, stakeholders and key decision makers. • Qualitative and quantitative data sources mined to evaluate the effectiveness of the work-life programme and make suitable refinements. • Formalisation of FWAs. • Work-life Grant Application to assist in the implementation of Work-Life strategies 	-
7	Ms Evelyn Kwek	thYnk Consulting, Director	Office: 63383201 Mobile: 90478275 Email: evelynkwek@thynkconsulting.com	<ul style="list-style-type: none"> • Partner with organisations on the full range of the work-life consultancy process, from audit and diagnosis to policy recommendations and implementation, strategic communications and recommendations to create an environment necessary to support a flexible culture. 	To be discussed

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8	Ms Evelyn Quek	The Worklife Professionals Pte Ltd, Managing Consultant	Office: 65497408 Email: evelyn@worklifepros.com	<ul style="list-style-type: none"> We provide all aspects of a WL knowledge and skills based compliancy approach: our consultancy and training services cover: Application process including in-depth customised WL needs analysis; implementation of WL Pilot - pre/post tracking, evaluation & recommendations; Formalisation - includes alignment with company's existing HR practices and/or development of Handbook; Communication strategies; customised WL training workshops and staff briefings e.g. FWAs and PMAs, overcoming resistance to change. 	Based on scope of work required
9	Ms Grace Tan Chye Tee	Accorrus International Private Limited, Project Consultant	Office: 68035166 Email: worklife@accorrus.com	<ul style="list-style-type: none"> Assess business needs to identify suitable flexible work arrangements (FWAs) for the organisation's operations. Conduct a work life needs assessment for employees. Identify and recommend feasible and sustainable FWAs aligned to organisation's goals and address employees' needs. Develop a FWA implementation plan that includes a communication plan to engage employees. Implement FWA pilot within the organisation. Consult relevant stakeholders on the FWA pilot. Review the FWA pilot and evaluate effectiveness of FWAs. Refine FWA policy and guidelines. 	-

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10	Ms Goh Wee Lee	Strategic Value Consulting Pte Ltd, Managing Director/ Senior Consultant	Mobile: 96520451 Email: wlgohsvc@gmail.com	<ul style="list-style-type: none"> • Helps organisations, especially SMEs, strategise and implement effective work-life practices, including communication, implementation, training and evaluation plans. • Provides work-life and personal effectiveness workshops and customised training courses. • Complements services with HR expertise to help SMEs leverage on their HR capabilities. • Being effectively bilingual, she helps SME bosses and their staff, including Mandarin speaking personnel better appreciate flexible work arrangements to bring about a more family friendly & productive work environment. 	\$8,000 to \$12,000 (dependent on size of organisation & complexity of requirements)
11	Ms Helen Lim-Yang	ROHEI Corporation Pte Ltd, Principal Consultant	Office: 67169709 Mobile: 81337763 Email: helen.lim-yang@rohei.com	<ul style="list-style-type: none"> • Assessment of work-life culture and strategies, the breadth and relevance of employee support schemes, flexible work arrangements and leave benefits in place. • Recommendations and consultancy solutions to close gaps in culture and leadership practices, communication, and specific implementation improvement needs. Solutions may include approach to needs analysis and evaluating work-life strategies and practices, setting up of guidelines for implementing flexible work arrangements. 	\$18,000

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12	Mr Hua Pak Cheong	The Resource Group Pte Ltd Senior Consultant (HR)	Mobile: 84189188 Email: pakcheong.hua@theresourcegroup.asia	<ul style="list-style-type: none"> • Advise clients on their Work-Life Grant application process including documentation required. • Consult with clients on how to carry out the “6 Steps for Implementing the FWA Pilot”. • Consult with clients on formalizing the piloted FWAs in their HR Policy / Employee Handbook and communicate it to all employees. • Advise clients on how to fulfill the four grant requirements. • Advise clients on FWA Incentive process. • Conduct the Work-Life Training. 	-
13	Ms Jacqueline Gwee	aAdvantage Consulting Group Pte Ltd, Director	Office: 68532658 Mobile: 90478547 Email: jacqueline.gwee@advantage-consulting.com	<ul style="list-style-type: none"> • Conduct Worklife Needs Assessment (survey, interviews, focus group) • Measure Current Culture • Recommendation of appropriate FWA to meet staff needs and develop Implementation Plan • Development of policies and processes to implement FWA and Pilot FWA • Conduct of Review of Pilot results and refine policies and processes • Track and monitor FWA utilisation and desired outcomes 	\$10,000 to \$25,000 depending on scope of work
14	Mr Jean-Pierre Kim Chiaverio	The Worklife Professionals Pte Ltd, Senior Consultant	Office: 65497408 Mobile: 98521979 Email: kim@worklifepros.com	<ul style="list-style-type: none"> • All aspects of work-life initiative, including assistance with application and needs analysis, pre and post pilot implementation, pilot tracking, work-life policy statement and communication rollout, company handbook design or revision, performance appraisal consulting related to FWA implementation. • Also approved trainer for the mandatory project leader training. 	Based on scope of work

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15	Mrs Joanna Koh-Hoe	Focus on the Family Singapore Ltd, Chief Executive Officer	Office: 64910727 Email: Joanna.Koh@family.org.sg	<ul style="list-style-type: none"> • Work-life strategy formulation by business objectives. • Work-life needs analysis by employee life stage. • Designing work-life programs, including flexible work arrangements, leave and employee support schemes. • Formalization of work-life programmes in HR policy/manual. • Synergizing work-life communications and change management. • Performance management through job redesign and KPI setting. • Work-life training for management and employees. • Coaching for work-life ambassadors. • Advise on WorkPro Work-Life Grant application. • Integration of work-life with family life needs. • Review of existing work-life culture and initiatives. • Complementary EAP and Family Life Education (FLE). 	-
16	Mr John Chia	Synergistic Intelligence, Managing Consultant	Mobile: 97347644 Email: jchia@synergistic-intelligence.com	<ul style="list-style-type: none"> • Age Management & Work-Life Grant: Provide end to end consulting and support in understanding your strategic business objectives and alignment of Work-Life needs, diagnosis of issues and challenges and designing the appropriate solutions and recommendations, developing the plan and working alongside to implement project. Provide the training for staff. • Work Redesign: Provide advisory on the needs and issues faced in implementing Work Redesign to support flexible work arrangements (FWA). • Employee Compensation and Support Scheme: Provide advisory to review and redesign compensation and/ot benefits, and employee support schemes that may be needed to address staff satisfaction and productivity issues to support FWAs and ensure compliance to regulatory guidelines. 	On case by case as per scope for each SME

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17	Mr John Quek Cheng Huat	Worklife Solutions Pte Ltd, Project Consultant	Office: 67841482 Mobile: 97668717 Email: john@greatworkolutions.com	<ul style="list-style-type: none"> • Review current Work-Life policies, programmes and practices • Work-Life Needs Analysis: Surveys / Interviews / Workforce profiling • Tabulation and analysis of survey results • Prepare the implementation plan and schedule • Drafting of memos to inform employees of the FWAs • Monitor the pilot-run phase • Assist to prepare the feedback forms, collate and analyse the results • Revise current workplace policies to incorporate the flexi-work arrangements • Formalize FWAs into policy • Ongoing evaluation of the project till submission of final report • Provide assistance in the write-up for WorkPro Work-life grant submission and claims to SNEF / NTUC 	<ul style="list-style-type: none"> • \$15,000 (above 10 employees) • \$10,000 (for 6 to 10 employees) • \$5,000 (for 5 to 6 employees)
18	Mr Joseph Chian K L	Viable Systems Innovation, Consulting Manager & Principal Consultant	Mobile: 90212278 Email: visit@singnet.com.sg	<ul style="list-style-type: none"> • To provide effective work-life training and consultancy services to train, advise, guide and coach organisations to developing, documenting, implementing, maintaining and improving flexible work arrangements (FWA) to meet the organisations' work-life requirements. • FWA Implementation Plan: <ul style="list-style-type: none"> – Information gathering and stakeholders' needs analysis (SNA). – Cost-benefit analysis (CBA) and consultation – Goals setting, programmes development and planning – Programs implementation, monitoring and evaluation. • FWA management plan: <ul style="list-style-type: none"> – Communication plan. – Performance management. – Review. 	\$10,000

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19	Mr Lee Wenyong	Lee Wenyong & Co. Private Limited, HR Director	Office: 69886999 Email: fwa@leewenyong.com	<ul style="list-style-type: none"> • Provide Work-Life Consultancy for the development and implementation of Work-Life Strategies through: Conducting Needs Analysis & Identifying Suitable FWAs, Developing an Implementation and Communication plan to engage employees, Piloting selected FWAs within the organisation • Review, evaluate and refine FWAs for formalisation 	\$13,000
20	Ms Leong Lai Fong	CoachNetworks Pte Ltd, Director	Mobile: 97818521 Email: coachnetworks@gmail.com	<ul style="list-style-type: none"> • Engage stakeholders in work-life consultancy project: <ul style="list-style-type: none"> – Assessment of needs; – Alignment with business objectives; – Adoption of solutions. • Co-create structured and sustainable work-life implementation plans with clear focus on employees' work-life integration. • Report on findings and recommendation of solutions. 	-
21	Mr Raymond Wong	SME Centre@SMF, Senior Manager	Mobile: 91826185 Email: raymondwong@smecentre-smf.sg	<ul style="list-style-type: none"> • Conduct needs assessment • Review current work-life status • Guide to 3 pillars of work-life strategies • Develop and implement FWA plans • Propose relevant work-life strategies • Offer HR solutions that are linked to work-life balance concept 	-
22	Ms Shubha Narayanan	H.R. Strategies Pte Ltd, Managing Partner	Office: 67621642 Mobile: 97318395 Email: shubha@hrstrategies.com.sg	<ul style="list-style-type: none"> • Designing & implementing flexible work arrangements • Job redesign, (Under workpro job redesign) • Change management to implement FWAs. • Managing virtual workforce • Building a performance culture including developing performance measures • Building female talent pipeline • Coaching 	Depends on scope of work

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23	Ms Tan Bee Sin	Growth Point Consultancy Pte Ltd, Director	Mobile: 90077418 Email: beesin@growthpointconsultancy.com	<ul style="list-style-type: none"> • Provide human capital consulting services focusing on work flexibility solutions aligned to strategic business goals and employee engagement strategy. • Administer the WorkPro Worklife grant services such as assess, design, develop and implement customized flexible working arrangement that meet the needs of the business and its people's work life needs. Develop a FWA structure that ensures effective implementation through policy and procedure and engagement of middle management's active participation. Assist companies to explore other solutions that enhance and build a workplace culture as a best place to work. Provide solutions related to psychological well-being for their employees. • Conduct the public-run Worklife workshop on initiating and implementing the FWA strategy. 	-
24	Mr Tan Jun Hao, Fabian	Inspiria Pte Ltd, Senior Consultant	Mobile: 93214516 Email: Fabian@inspiriahub.com	<ul style="list-style-type: none"> • Review current company situation and conduct needs analysis. • Develop, implement and communicate effective work-life strategies (Flexible Work Arrangements - FWAs). • Train management and work-life team on relevant strategies to enhance business success with work-life strategies. • Train supervisors on change management to manage and engage employees on FWAs. • Employee coaching for change management and personal effectiveness. • Evaluate project, revise and formalise FWAs into HR policy. • Complement services with HR and business consulting expertise to help develop sound strategies, streamline operations to recruit, develop and retain staff. 	-

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25	Mr Tan Kuan Thim, Arthur	Catalyst Business Services	Mobile: 98733667 Email: arthurtan09@gmail.com	<ul style="list-style-type: none"> • Identify scope of work and work plan. • Assess the business and employee needs in order to identify solutions that align both towards goal congruence. • Assist and coach the work-life ambassadors and leaders to develop, implement and manage appropriate work-life initiatives. • Conduct assessment of the work-life programmes on their feasibility during the trial period. • Assist and coach the work-life ambassadors and leaders to review, evaluate and refine work-life initiatives before formalizing policies. • Advise on approaches towards ensuring sustainable work-life culture and continuous improvements for relevance. 	-
26	Ms Tang Mun Har	Resource Consulting Pte Ltd, Director	Mobile: 96602581 Email: munhar.tang@resource-consultant.com	<ul style="list-style-type: none"> • Provide work-life solutions that are fully assimilated to the company's HR policies and practices by adopting a structured methodology - starting with thorough needs assessment, cost-benefit analysis to customising solutions to suit specific industry requirements and company cultures. We believe that our HR experience and comprehensive approach to talent acquisition, assessment, management and development, will enable us to support our clients not just in work-life advisory but in making people their sustainable source of competitive advantage whilst managing rising costs. 	-
27	Mr Victor Koh Yau Liong	Brainergy International Pte Ltd, Chief Consultant/Trainer	Office: 62816823 Mobile: 96805395 Email: victory@brainergy.biz	<ul style="list-style-type: none"> • Work-life needs research, analysis and recommendations. • Work-life programmes and policy development. • Post-implementation evaluation and recommendations. • Work-life training for project leaders, supervisors, managers and staff. • Government grant application & claims. 	-

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28	Mr Victor Yeow Tee Siong	Independent/ Principal Trainer & Consultant	Mobile: 98569891 Email: victor_yeow@hotmail.com	<ul style="list-style-type: none"> • Train, consult and provide guidance: <ul style="list-style-type: none"> – Develop, implement and sustain optimal work-life strategies like flexible work arrangements, remote working, contract staffing and part-time arrangements, and the use of technology to meet both operational needs and help employees' work-life harmony. – Create work-life friendly workplaces and employee support programmes that enable productive use of resources, maintain employee morale and support their families. 	-
29	Mr Wong Choon Fei	Willmann Innowell Pte Ltd, Executive Director	Mobile: 93872262 Email: cf.willmann@gmail.com	<ul style="list-style-type: none"> • Conduct work-life consultancy process, from organisation audit of business needs to diagnosis of employees' preference for its recommendation and implementation, strategic communications as well as work-life policy writing. 	-
30	Ms Yeo Miu Ean	Charistal Pte Ltd, Chief Success Officer	Office: 62512550 Email: eanyeo@singnet.com.sg	<ul style="list-style-type: none"> • Help implement work-life solutions that meet needs of the organisation and employees. • A work-life consultancy project will involve various activities such as survey of work-life needs of employees, focus groups on identifying work-life challenges and interviews with key stakeholders. From the study, develop a report that identifies the work-life needs and recommend solutions as well as an implementation plan. The successful implementation will enable the organisation to use work-life strategies to attract, retain and engage employees as well as to enjoy greater productivity and better business results. 	-

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31	Mr Yew Ming Hock	Nexus Quest Pte Ltd, Director	Office: 67463672 Email: minghock@nexusquest.com.sg	<ul style="list-style-type: none">• Assessing work-life needs.<ul style="list-style-type: none">– Employee work-life needs survey.– Employee profiling.– Job analysis.• Developing work-life strategy.<ul style="list-style-type: none">– Developing work-life strategies, policies and programs.– Developing work-life manuals/SOPs.• Implementing work-life programs.<ul style="list-style-type: none">– Customized in-house work-life training.– Infocomm Technology (ICT) for work-life implementation.– Implementation effectiveness monitoring.	-