



EMBARGOED UNTIL 6 APRIL 2018, 4:00pm

BRINGING EXCITING LEARNING AND JOB OPPORTUNITIES FROM SMALL AND MEDIUM ENTERPRISES TO YOUTHS

- Todo Todo Skills Marketplace into its second year moves to South West District

Organised by the People's Association (PA), the National Trades Union Congress (NTUC) and the South West Community Development Council (CDC), **Todo Todo Skills Marketplace @ South West will be held on Friday, 6 April 2018 at Courtyard @ Level 1, Westgate**. It will bring a suite of career programmes to the youths in the South West District with a focus on providing learning and job opportunities in Small and Medium Enterprises (SMEs). The South West CDC has been working with SMEs through the SME Centre@SouthWest since its launch in 2013, and engaging SMEs in Corporate Social Responsibility and job opportunities in the South West District. The launch of the Trade Association Hub in Jurong in November 2017 brought greater opportunities to the district, with a more diverse pool of SMEs and trade associations and chambers (TACs) to benefit job seekers. Ms Low Yen Ling, Mayor of South West District will deliver a speech at the event.

2 “SMEs form the heart of Singapore’s economy. They make up 99% of our enterprises, employ two-thirds of our workforce, and account for about half of Singapore’s GDP. Today, there are more than 18,000 SMEs in the South West and many of these home-grown enterprises are embarking on their digital transformation. This opens up new and exciting work opportunities, especially for Internet-savvy youths. Being smaller, SMEs often offer a rich and diverse work scope and the valuable chance to be involved with the whole business. We hope this career support initiative will let job seekers get to know our different SMEs better and discover the advantages of working and growing together with our local companies,” says Mayor Low.

3 Todo Todo Skills Marketplace @ South West will feature 20 employers, of which majority of them are SMEs. Participants will gain more insight about the fast-growing local SME scene, listen to SMS enterprisers sharing their growth stories, scope out the employment and intern opportunities in these SMEs and speak to our volunteer career guides. This way, they are able to get a preview of the industries and tips on how they can prepare themselves for their careers.

4 With a great importance placed on our volunteer career guides mentoring youths for their future career, NTUC has introduced a framework to better develop volunteers in Todo Todo's Youth Career Network (YCN). This development framework provides a structured path to improve and recognise competencies of YCN volunteers. With access to training in more than ten competencies, our volunteers will be encouraged to develop and enhance their skillsets, committing themselves to high professional standards to better support our young workers and workers-to-be. The volunteer career guides are young professionals who have stepped forward from the NTUC and PA's extensive grassroots, community and corporate networks. More about the framework is at Annex C.

5 "With the development framework in place, there is clarity in the steps that we can take to better equip ourselves to guide and coach youths. These competencies allow us to improve as a career guide, enabling us to provide youths with better support systems which is instrumental in their development as a working individual. It also gives us the opportunity to lead and co-create career support initiatives with fellow like-minded individuals. This is indeed an exciting next step as it fosters growth and our community spirit." says Andy Koh, a YCN Career Guide.

6 To support government's workforce efforts to help youths to find fulfilling careers, PA and NTUC launched Todo Todo career support initiative in April 2017 in Tampines GRC in North East District to help youths, specifically fresh graduates and young professionals, managers, executives (PMEs) identify what they have to do to achieve their career aspirations.

7 Your journalist and photographer are cordially invited to **Todo Todo Skills Marketplace @ South West on Friday, 6 April 2018 at 2:30pm at Courtyard @ Level 1, Westgate [3 Gateway Dr, Singapore 608532]**. The programme, fact sheet

on Todo Todo and Youth Career Network can be found in Annexes. Please confirm your attendance with the media contact persons below **by 12 noon on Thursday, 5 April 2018.**

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About National Trades Union Congress

The National Trades Union Congress (NTUC) is a national confederation of trade unions as well as a network of professional associations and partners across all sectors in Singapore. NTUC's objectives are to help Singapore stay competitive and working people remain employable for life; to enhance the social status and wellbeing of our members and working people; and to build a strong, responsible and caring labour movement. NTUC's vision is to be an inclusive labour movement for all collars, ages and nationalities. NTUC is at the heart of the Labour Movement, which comprises 58 affiliated unions, two affiliated associations, 10 social enterprises, six related organisations as well as a growing ecosystem of U Associates and enterprise partners. For more details on NTUC, please visit our website at www.ntuc.org.sg

About People's Association

The [People's Association](#) (PA) is a statutory board established on 1 July 1960 to promote racial harmony and social cohesion, and to act as a bridge between the Government and the people. We offer a wide range of community [programmes](#) and volunteering opportunities for Singaporeans from all walks of life. Our network includes more than 1,800 [grassroots organisations](#) (GROs), over 100 Community Clubs, five Community Development Councils, National Community Leadership Institute and Water-Venture. More information at www.pa.gov.sg.

Todo Todo Skills Marketplace @ South West
Friday, 6 April 2018 | 2.00pm to 9.00pm |
Courtyard @ Level 1, Westgate
3 Gateway Drive, Singapore 608532

Time	Programme
1.30pm	Arrival of Participants
2.30pm	Arrival of Media
3.15pm	Arrival of Guest-of-Honour Ms Low Yen Ling Mayor of South West District Senior Parliamentary Secretary for Ministry of Education and Ministry of Trade and Industry
3.20pm	Opening Address by GOH
3.30pm	Tour of Skills Marketplace of Explore, Excite, Equip and Embark Zones [PHOTO OPPORTUNITY]
3.35pm	Explore Zone Career Discovery & Mentoring: Get access to a robust network of Career Guides from different professions, one-to-one coaching and mentorship programme with career guides
3.50pm	Equip Zone Soft Skills Workshops and Talks: Get armed with various future-ready skills to jumpstart and progress in their career
4.00pm	Embark Zone Employment Networking and Job/ internship Placements: Network with prospective employers and find out more about available job and internship opportunities
4.30pm	GOH may take her leave
	Other programmes continue
9.00pm	End of Programme

About Todo Todo

Todo Todo is a joint initiative by the National Trades Union Congress (NTUC) and People's Association (PA) to bring together a network of businesses, labour movement, grassroots and industry professionals for youth to better navigate their career journey. The Todo Todo platform aims to provide holistic support to youth with a robust career guide network of youth-oriented professionals across diverse sectors, comprehensive range of career programmes, career advice, networking opportunities with business representatives from different industries and lifestyle information as well as opportunities for youth to pay it forward.

First launched in April 2017 in Tampines GRC of the North East District, Todo Todo has organised programmes in local constituencies to benefit young residents. In 2018, Todo Todo will be going to the South West District.

To better help job seekers, the Government and NTUC have put in place many programmes and schemes. Todo Todo complements and supplements these initiatives by focusing specifically on the needs of young people who are looking for their first job after leaving school, and others who are in their first job and perhaps looking to switch industry.

Todo Todo Career Guides network comprised young PMEs who have at least five years of working experience. Being young themselves, they will be better able to empathise with the unique concerns and aspirations of young job seekers and offer them support. Young Singaporeans, through the Todo Todo mentorship programmes get the chance to be matched to a mentor of their preferred industry or function for a four months' mentorship period.

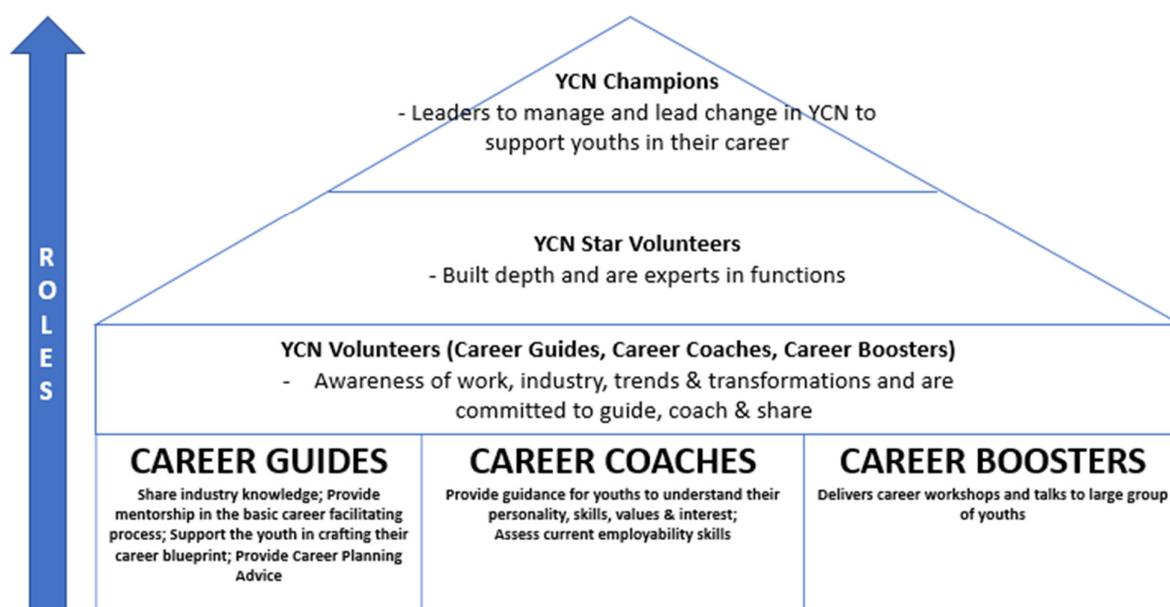
Todo Todo also goes beyond providing Young Singaporeans with easy access to a robust network of career guides but also to the network of businesses and career support from local constituencies.

More information and resources can be found on Todo Todo's official website: <http://www.todotodo.sg/> and its app, Todotodo.sg.

About Youth Career Network (YCN) Development Framework

The YCN development framework provides a structure to recognise volunteers' competencies and equip them with the necessary skills to support youths in their career. YCN have its volunteers in 3 functions; namely Career Guides, Career Coaches and Career Boosters. Volunteers will have access to be trained in more than 10 competencies. This will encourage volunteers to develop and enhance their skillsets, committing themselves to high professional standards to better support our young workers and workers-to-be.

The framework also provides a pathway for volunteers to take on larger roles. Volunteers will be assessed based on their competencies in their function, the feedback of the youths they serve and their commitment to the cause.



Volunteers will be trained in the following competencies:*

**Note: List is non-exhaustive. NTUC will work with partners and stakeholders to review competencies required and enhance training programmes.*

1) Facilitation

Learn the key skills required to be a confident and effective facilitator and practice tools that can be employed depending on different facilitation needs

2) Employability Skills

Understand the industry transformations and be apprised of the necessary skills needed to enhance employment

3) Mentoring

Pick up mentoring strategies &/ frameworks to learn how to enhance the potential of others and facilitate impactful mentoring conversations

4) Coaching

Learn and practice key skills, techniques and tools for an effective career advice conversation

5) Presentation

Understanding how to deliver a structured presentation effectively, and learn how to capture audiences' attention

6) Conflict Management

Practice conflict management framework to identify the most appropriate approach to use and manage difficult conversations

7) Influencing

Practice influencing techniques, strategies and styles to achieve desired outcomes

8) Storytelling

Understand why stories are effective in communication and explore what are the key elements of a good story and how to structure them for maximum impact

9) Impactful Communication

Recognise the importance of vocal and visual elements in face-to-face communication and understand the micro skills required for effective communication

10) Effective Leadership

Understanding key leadership styles and when to use them, recognising the need for style flexibility and appreciating the leadership style today's workforce wants

11) Constructive Feedback

Develop skills to deliver constructive and positive feedback with sensitivity and objectivity