

Topic Synopsis (SGUS Specialist Diploma in Applied Drama & Psychology in Youth Work)

1. Certificate in Essential Skills to Enhance Employability

This certificate covers essential communication areas which include emotional intelligence (EQ), digital marketing and essential job search skills. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security.

Topic 1: Emotional Intelligence (EQ) for Career Decision Making

This 2 days' workshop is an enhanced training in which participants will acquire job-seeking related skills, capabilities and the ability to expand employment opportunities.

Emotional Intelligence (EQ) facilitates career decision-making process and leads to decisions that can achieve greater satisfy career-related interests, values, and aspirations. Emotions experienced during this process have implications for the perception of risk related to specific career options, the kind of self-exploration individuals will engage in, and how information related to career choice will be processed.

Through EQ, participants will be able to cope and learn to manage one's self-awareness which affect their overall well-being and decision making.

Topic 2: Getting ready for Your Next Job

This course equips participants with the essential job search skills, knowledge and tools that will allow them to present themselves positively on paper, in person and on professional networking sites.

Participants will learn how to craft resumes that get the attention of prospective employers and recruiters and pivot their experiences to succeed and leave a good impression at job interviews (face-to-face or digital). This course also helps jobseekers to get started on using the popular professional networking site, LinkedIn, to create a professional brand for job search and networking.

Topic 3: Digital Marketing with Personal Branding

This course introduces students to tools for establishing a personal brand online and importance of establishing digital marketing strategy to promote their own personal brand.

Topic 4: Visual Analytics using Power BI

The course aims to equip the participant with the following:

Knowledge and Understanding: An understanding of how a dashboard works; its advantages and disadvantages and how it will be useful at workplaces.

Intellectual skills: How to apply the knowledge received during the course in developing the dashboard and using DAX functions, filters etc.

Practical skills: Participants will be developing their own dashboard. This exercise will enable them to show their creativity, skills obtained from the course and a satisfaction from attending the Power BI course.

Transferable skills and personal qualities: The knowledge and skills acquired from this course can be used at workplaces especially for those involved in KPI reporting, dashboard development or someone who have regular management meetings.

By the end of the course, learners will be able to:

- Upload data & and create data models
- Use DAX functions to enhance dashboards
- Associate links between variables for visual and descriptive analytics
- Find hindsight and insights from dashboard

Topic 5: Cyber Security for Non-IT Professionals

The objectives of the course is to create awareness and understanding of common cyber threats, both at home and at work. Typical mitigation methods will be discussed to help participants make better use of the available cyber security tools to protect themselves against cyber adversaries.

Upon completion of this course participants will be able to:

- Relate what is Cyber Security what are at stake
- Examine common threats (e.g. Phishing, malware)
- Use common mitigation methods
- Use basic wireless and smartphone security
- Outline security related laws (e.g. PDPA, CMA)

2. Certificate in Sectoral Fundamentals for Social Service

Topic 1: Understanding Social Service Sector in Singapore

This topic equips trainees with the skills and knowledge needed to understand the background and functions of the social service sector. It allows the trainees to understand the different roles, scope and trends in the sectors and how to deliver effective services. The topic will be conducted via face to face lessons, elearning and a mooc.

Topic 2: Basic Counselling

This topic is for trainees with little or no background in counselling. The topic will provide trainees with an overview of the principles as well as skills and techniques of counselling. The topic will allow trainees to have an increase in self-awareness and to overcome barriers when addressing youths. It will address the paradigm shifts needed when working with youths. The topic is delivered in a mixture of hands on workshop, lesson delivery and case studies.

Topic 3: Working in Social Service Sector

This topic allows trainees to understand the different job roles and functions in the social service sector pertaining to youth work. Through a combination of case studies and

workshops, trainees will be able to appreciate and understand the sector more. The topic also allows the trainees to understand the manpower needs in the youth work sector.

Topic 4: Methods of Inquiry

This topic introduces trainees to the basic concepts of quantitative and qualitative research methods and report writing. At the end of the topic, trainees will be equipped with basic skills of sample selection, data collection, using techniques such as observations, questionnaires, interviews and experiments as well as methods for data analysis. Trainees will thus be prepared to design and conduct research projects, using an appropriate research design, collect and analyse the data and write up their findings according to the APA guidelines for report writing.

3. Post Diploma Certificate in Drama & Developmental Psychology

Topic 1: Elements of Drama

This module focuses on the basic building blocks of drama, which we will explore through practical, hands-on workshops, discussions and exercises. You will be introduced to common terminology, and we will examine and explore the use of appropriate drama techniques, tools and strategies, and identify their purpose and outcomes. We will identify appropriate approaches to drama in the classroom and explore ways to use and integrate drama techniques into the community and workplace. By the end of the module, learners will be able to use their knowledge to identify ways that drama can be used in a wide range of contexts.

Topic 2: Facilitation Practices

Effective facilitation skills are essential in creating meaningful experiences. In this module, through activities and games, discussion and practical exercises, we discover ways to structure facilitation that enable effective dialogue and sharing of perspectives. We explore the role of the facilitator in identifying appropriate strategies, techniques and exercises for different age-ranges and levels of ability, being aware of learners with different needs and how to create inclusive learning experiences. We explore how the facilitation process and the use and vital role of reflection can enable meaningful, effective dialogue and uncover new perspectives. By the end of the module, learners will be able to facilitate simple drama activities.

Topic 3: Current Issues & Trends in Human Development

The primary objective of this module is to actively engage learners in thinking about contemporary psychological issues and trends across the lifespan (e.g., childhood, adolescence, and late adulthood). Important local as well as global developmental trends and issues will be covered and learners will engage in debates with the support of research evidence. Learners would be equipped with relevant psychological perspectives (based on cognitive and social-emotional theories as well as current empirical research) to understand and explain these issues. By the end of the module, learners would be able to appreciate the impact of such issues on individuals with whom they work. Learners would find the knowledge acquired in this module helpful for engaging with and providing necessary support for their community.

4. Post Diploma Certificate in Applied Drama with Community Psychology

Topic 1: Applied Drama: Working Through Processes

In this module, learners will learn how drama games and exercises can be used for a variety of purposes in a drama workshop. Using the reflexive approach as a framework, learners will explore how stimuli can be used to start dialogue, how drama exercises can be used to build trust, and how improvisation games can be used to explore creative solutions to problems. By the end of the module, learners will have a toolkit of drama games and exercises and the knowledge of how to apply it in their own professional capacity when working with children, youth, or the elderly.

Topic 2: Collaborative Playbuilding

This module focuses on creating performances collaboratively with the community. Adopting the reflexive approach, learners will experience the process of playbuilding through the use of different stimuli, improvisation and drama games. They will also gain knowledge of dramatic forms and styles. As part of the playbuilding process, learners will participate in dialogue, discussion and reflection to develop their performance piece. At the end of this module, learners will be able to structure and facilitate simple devising processes and they will also be able to devise and present their own performance piece.

Topic 3: Community in Context

This module aims to allow students to explore physical, social and mental health issues within communities of individuals. It aims to empower communities through collaborative research, education, and intervention. The module will also specifically explore concepts and principles of diversity and inclusivity. Using the reflexive approach as a framework, the module will allow learners opportunities to explore issues of local communities in the context of their multi-level environment. By the end of the module, learners should have sound knowledge and understanding of the fundamental principles affecting individuals' and communities' quality of life. They will be informed of ways to impact these communities of individuals, through research and action, which can inform social policies, helping practices, and social change.

5. Certificate in Adolescent Psychology and Mental Health

This certificate uses the biopsychosocial approach to help students understand contemporary developmental issues and challenges in youth (adolescence and emerging adulthood). Trainees will be able to use their knowledge on research methods and major theories in youth development to identify and examine developmental challenges across various issues (e.g., work, school, family, media, sexuality, etc.) which are specific to youth in Singapore.