

Annex B

Terms of Reference – Company Training Committee between PUB and PUB Employees Union

1) PUB and the Union shall be committed to supporting the employees in upskilling, reskilling and/or retraining so as to equip them with the technological, technical and adaptive skills that shall be central to enabling employees to be ready for new roles or tasks and new ways of working that might require employees to be adept at using technology at the workplace which will enable employees to better apply themselves and achieve higher productivity at work.

2) A Company Training Committee (“**CTC**”) between PUB and the Union shall be set up to discuss at least twice in a calendar year on training initiatives listed (but not limited to) below:

- a) **People Training** to change mindset to be receptive to new possibilities and outcomes, to embrace and adopt new solutions (e.g. critical thinking, systems thinking, change management, building resilience, emotional intelligence);
- b) **Technical Training** to learn new technologies and processes to be applied to specific areas of work to be more efficient and productive (e.g. cyber security, user interface/user experience design, data analytics);
- c) **Competency-based Training** to equip every officer for the job role they are holding, in providing relevant training tagged to competencies required for their jobs.

3) The Terms of Reference of the CTC shall include –

- a) Identify training gaps and needs in the upskilling and reskilling of employees in line with the changing business landscape and digital transformation;
- b) Develop training initiatives to enable employees to be future-ready and to foster life-long learning culture amongst the employees;
- c) Communicate how skills upgrading translate to better outcomes for the employee and PUB.