

OTG Self-Starter Kit

Go to the **Explore** page as a starting point.
Click the links in each page to find the information
you are looking for!

Questions? Reach us at otg@psd.gov.sg



Let's Explore OTG!

Different ways to access OTG

1

Updating Profile &
Competencies

2

Career Engagers

3

Discovering Potential
Career Pathways

4

Discovering
Development
Opportunities

5

Posting Self-Initiated
Opportunities

6

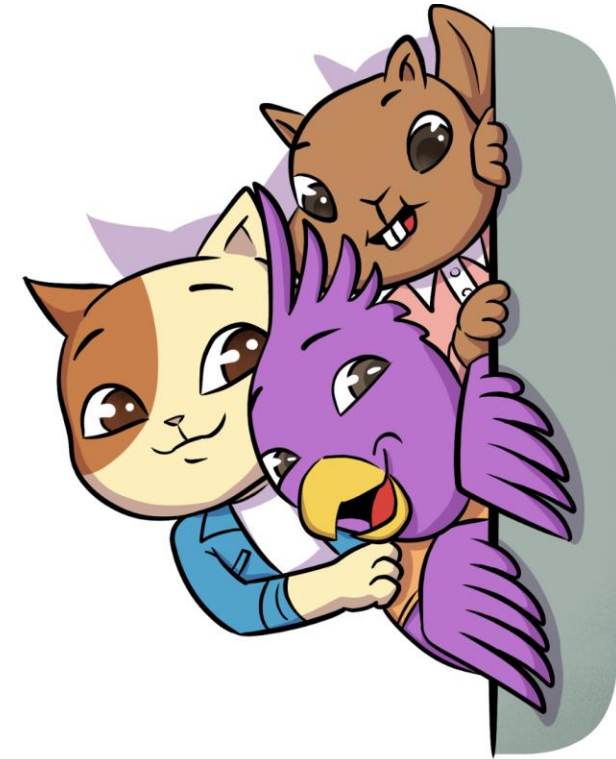
Adding Goals and
Action Plans

Exclusive for
Functional
Leaders and
HR POC

Posting and Managing
Developmental
Opportunities (i.e.
STIP/Gig)

Exclusive for
Supervisors

Supervisor View to prepare
for Career Development
Conversation with Officers



Ways to Access OTG

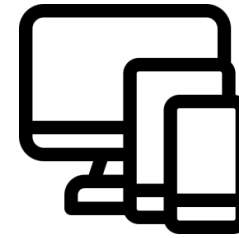
How to login to OTG?

Ways to Access OTG

If you are not a
secure mail user



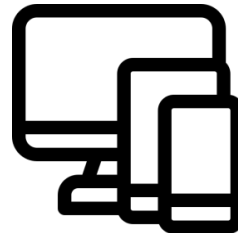
Personal Internet Devices*



If you are a secure
mail user



Personal Internet Devices*



Two Ways to login to OTG using Personal Devices

- Requires **one-time multi-factor authentication (MFA) setup**. This is to protect your account from unauthorised access.
- ***New*** OTG now supports **singpass** login.

Effortlessly log in to OTG conveniently!

Logging in to OTG via GSIB or GoMax Devices

If you are using your GSIB laptop or GoMax device (iPad) while connected to VPN

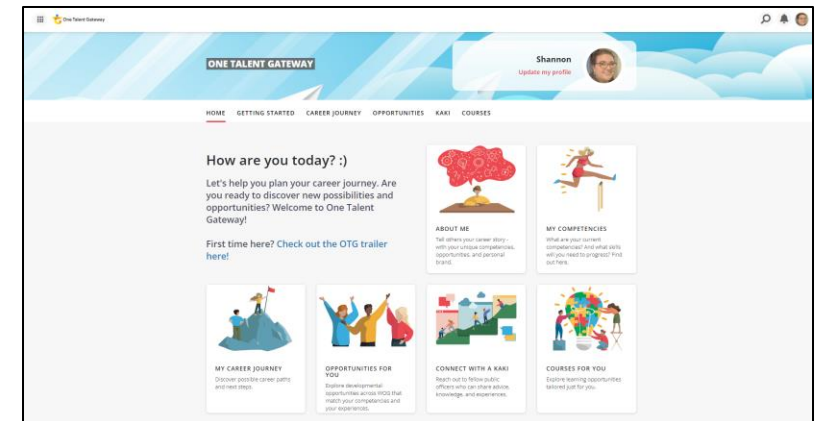
- 1 Enter go.gov.sg/otg into web browser



- 2 Enter your [work email address](#) and click [Next](#)

A screenshot of the 'Sign in' page on the One Talent Gateway. At the top left is the 'GC Government on Commercial Cloud' logo. Below it, the text 'Sign in' is followed by an email input field containing 'someone@example.com'. Below the input field is a link that says 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'. A large blue arrow points from the device icons to this page.

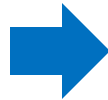
- 3 Welcome to the OTG homepage!



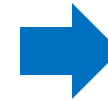
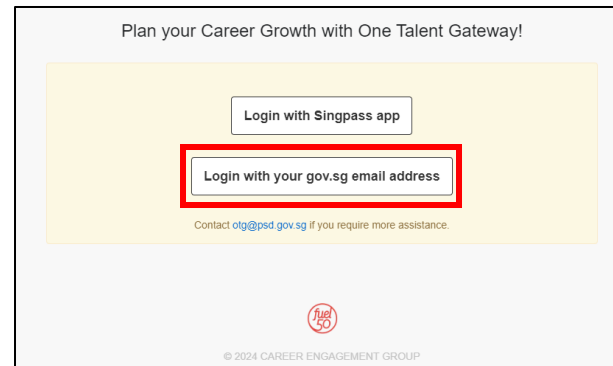
[Using **singpass**] Logging in to OTG via Personal Devices

If you are using your personal internet-enabled device (e.g. laptop or tablet)

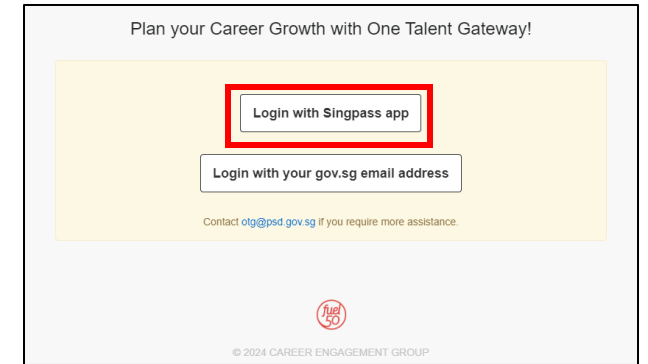
- 1 Enter go.gov.sg/otg into web browser



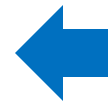
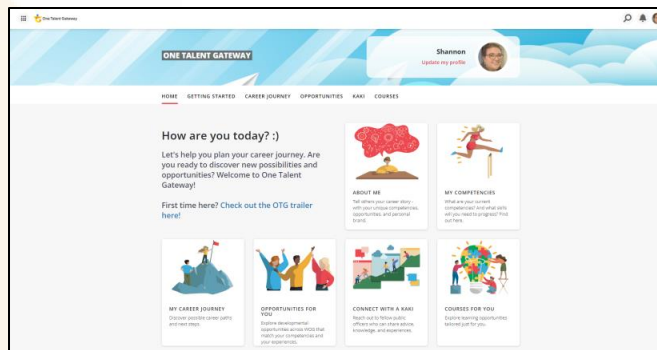
- 2 You may login with your gov.sg email address or SingPass



- 3 Select **Login with SingPass app**



- 5 Welcome to the OTG homepage!



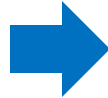
- 4 Press on the SingPass QR code and you will be directed to SingPass app for verification



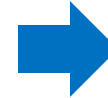
[Using MFA] Logging in to OTG via Personal Devices

If you are using your personal internet-enabled device (e.g. laptop or tablet)

- 1 Enter go.gov.sg/otg into web browser



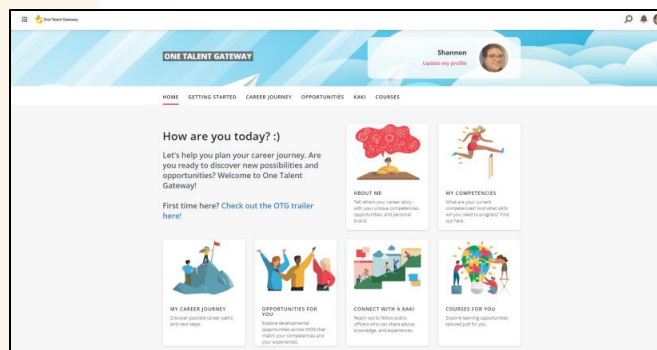
- 2 Enter your **work email address** and click **Next**



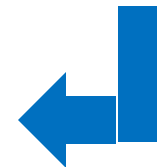
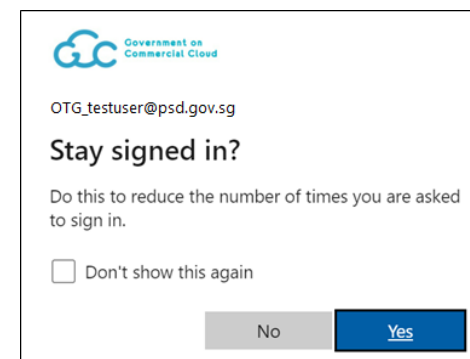
- 3 Enter the **6-digit code** displayed in Microsoft Authenticator app



- 5 Welcome to the OTG homepage!



- 4 Choose whether to stay signed in.



Step-by-Step Guidebook #1: Updating Profile & Competencies

- [How to update my profile?](#)
- [How to update my competencies?](#)
- [How to add more competencies?](#)

Updating my profile



How to update my profile?

ONE TALENT GATEWAY

1

NUR AMIRAH BINTE KAMAL



[Update my profile](#)

Step 1: Click on “Update my profile” to access your profile page.

[HOME](#) [GETTING STARTED](#) [OPPORTUNITIES](#) [KAKI](#) [COURSES](#) [PUBLIC SERVICE CAREER COACHING](#)

How are you today? :)

Let's help you plan your career journey. Are you ready to discover new possibilities and opportunities? Welcome to One Talent Gateway!

First time here? [Check out the OTG trailer here!](#)



ABOUT ME

Tell others your career story - with your unique competencies, opportunities, and personal brand.



MY COMPETENCIES

What are your current competencies? And what skills will you need to progress? Find out here.



PUBLIC SERVICE CAREER COACHING

Did you know we have coaches for different seasons in your career?



OPPORTUNITIES FOR YOU

Explore developmental opportunities across WOG that match your competencies and your experiences.



CONNECT WITH A KAKI

Reach out to fellow public officers who can share advice, knowledge, and experiences.



COURSES FOR YOU

Explore learning opportunities tailored just for you.

How to update my profile?



NUR AMIRAH BINTE KAMAL 

Executive / Senior Executive (Human Resources)
EXEC (IN-EMPLOYMENT UPGRADING & JR)

Human Resources / Human Resources PMO PUBLIC SERVICE DIVISION

NUR_AMIRAH_KAMAL@PSD.GOV.SG

ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE



Personal details

Let others know a little bit [about you](#)



Role Questionnaire

Answer some questions about your role in the [role questionnaire](#)



Qualifications

Add your [qualifications](#)

3

Step 3: Click on the pencil icon to edit the role profile you have been pre-tagged to or add your own role profile.

2

Step 2: Check that your job role and designation information is correct.

The role profile that you have been pre-tagged to is based on your job function and job grade.

How to update my profile?

Edit profile

NUR AMIRAH BINTE KAMAL

About

Designation *

EXEC (IN-EMPLOYMENT UPGRADING & JR)

4 **Central Role Profile***

Executive / Senior Executive (Human Resources)

5 **My Supervisor(s)**

MASTURA BINTE MANAP X

6 **Save**

Cancel

Step 4: You may select your own role profile* / switch to another role profile via the drop-down field.

**You may select "Not Applicable" if any of the role profile is not relevant to you.*

Step 5: You may find and select your Supervisor's name in your profile.

Step 6: Do not forget to click "Save" once you are done amending your Profile.



Tip

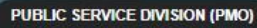
- Competencies tagged to specific central role profile will be populated once selected.
- Job Role is the generic **WOG job role** that you have been tagged to based on your HR system.
- Designation is **agency specific**.
- By choosing your supervisor's name in your profile, you grant them access to view the shared profile. This access enables them to facilitate a Career Development Conversation on OTG.

How to update my profile?



NUR AMIRAH BINTE KAMAL 

Executive / Senior Executive (Human Resources)
EXEC (IN-EMPLOYMENT UPGRADING & JR)

 Human Resources / Human Resources  PMO 

NUR_AMIRAH_KAMAL@PSD.GOV.SG

ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE



7

Step 7: Click on “Profile”
to find out more about
the officer.



Personal details

Let others know a little bit [about you](#)



Role Questionnaire

Answer some questions about your role in the [role questionnaire](#)



Qualifications

Add your [qualifications](#)

How to update my profile?



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ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE



Personal details

Let others know a little bit [about you](#)



Role Questionnaire

Answer some questions about your role in the [role questionnaire](#)

8



Qualifications

Add your [qualifications](#)

Step 8: Click on "Role Questionnaire" and "Qualifications" to key in details of your current role and qualifications.

Updating my competencies

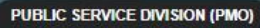


How to update my competencies?



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ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE

1

Step 1: Click on the “Competencies” tab to update your competencies.



Personal details

Let others know a little bit [about you](#)



Role Questionnaire

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Qualifications

Add your [qualifications](#)

How to update my competencies?



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View profile as Me

ABOUT ME COMPETENCIES FEEDBACK PROFILE



Functional Competencies

These are the Competencies that you currently have. Some will be inferred from your current role. [RATE OR ADD ADDITIONAL COMPETENCIES.](#)

ALL PL 3 PL 2 PL 1

Strategic Workforce Planning Organisation Design Cloud Security
Deep Critical Thinking Clear & Concise Writing
Programme Evaluation Co-create & Co-deliver with External Stakeholders
Internal Stakeholder Alignment

+ 46 more

Interests

Like it Learn it Do less of No preference

Upload resume

Insights for

Competencies
[Read Report](#)

Import LinkedIn or Resume

Import Competencies (Maximum upload file size: 10MB)

Upload resume

Browse

Step 2: You can see pre-populated Our Core Competencies (OCC) and Functional Competencies, based on the central role profile you have been tagged to.

Review the pre-populated competencies on your profile page.

Tip: You can add additional relevant competencies too.

Step 3: To add more competencies, upload your resume in PDF format. The platform will pick up key information.

Step 4: Click "X" to continue.

How to update my competencies?

WHAT WOULD YOU LIKE TO ASSESS TODAY?

CURRENT ROLE MY TARGET ROLES ALL COMPETENCIES

Competency type ALL FUNCTIONAL COMPETENCIES CORE COMPETENCIES

CURRENT ROLE Competencies, 7/13 assessed

FUNCTIONAL COMPETENCY HR Business Partnership

The ability to facilitate and develop holistic HR decisions, operations and initiatives based on business priorities, perspectives and desired outcomes.

Which of the following best describes your Competency level?

Not relevant to me PL 1 PL 2 PL 3 PL 4 PL 5

6

Search for Competencies



View Full Report

5

Your Functional Competencies

I'D LIKE TO LEARN THIS

PL 1 45

PL 2 2

PL 3 1

Step 5: You may scroll to view each competency, rate those relevant ones, and it will appear in your OTG profile

Step 6: You may use the search bar to look for different competencies available.

How to update my competencies?



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View profile as Me

ABOUT ME COMPETENCIES FEEDBACK PROFILE



Functional Competencies

These are the Competencies that you currently have. Some will be inferred from your current role. [RATE OR ADD ADDITIONAL COMPETENCIES.](#)

ALL PL 3 PL 2 PL 1

Strategic Workforce Planning Organisation Design Cloud Security
Deep Critical Thinking Clear & Concise Writing
Programme Evaluation Co-create & Co-deliver with External Stakeholders
Internal Stakeholder Alignment

[+ 46 more](#)

Interests

Like it Learn it Do less of No preference

Step 7: At your competencies homepage, self-assess your proficiency level (PL) for each competency by clicking on the competency.

7

What different colours mean:

- Have not rated competencies
- Rated competencies within your role profile
- Rated competencies from your resume or previously assessed competencies from previous role profile

How to update my competencies?

FUNCTIONAL COMPETENCY

Content Creation & Curation

Curate and present engaging and creative content (including digital content) using a variety of tools to support the agency's communication efforts and objectives (e.g. perception/ behavioural change).

Which of the following best describes your Competency level?

PL 1

PL 2

PL 3

PL 4

PL 5

Conducting research to guide content creation: Conduct research on emerging trends, formats/styles and modalities to understand how content is created and curated for different purposes. Understand the trends and developments amongst campaigns in Singapore. Developing and creating a narrative: Assist in the customisation of narratives for different target audiences. Conceptualising content for various purposes (including campaigns): Understand the importance of customising content for different target audiences, objectives and platforms. Participate in discussions and activities to generate ideas for new concepts. Designing content in an appealing manner: Identify design components that can be adopted, based on the content to be communicated to the target audience, to drive intended outcomes. Developing and curating content: Identify digital and non-digital content formats (e.g. video, infographics, online applications or websites) that can be integrated into a larger campaign or narrative. Collaborate with various stakeholders to develop content while ensuring adherence to design principles and intended usage. Using digital media platforms to share digital content: Understand technical details and approaches for different digital media platforms. Adopt a digital-first mindset for communications. Measuring effectiveness: Support the collation of performance data to assess effectiveness and success of content and campaign against intended objectives

☐ Not relevant to me

Select ALL that apply to you:



I enjoy doing this



I'd like to advance it



I'd like to do this less



Close

8

Step 8: Click on the competency level to read the descriptor to assess which level you are at.

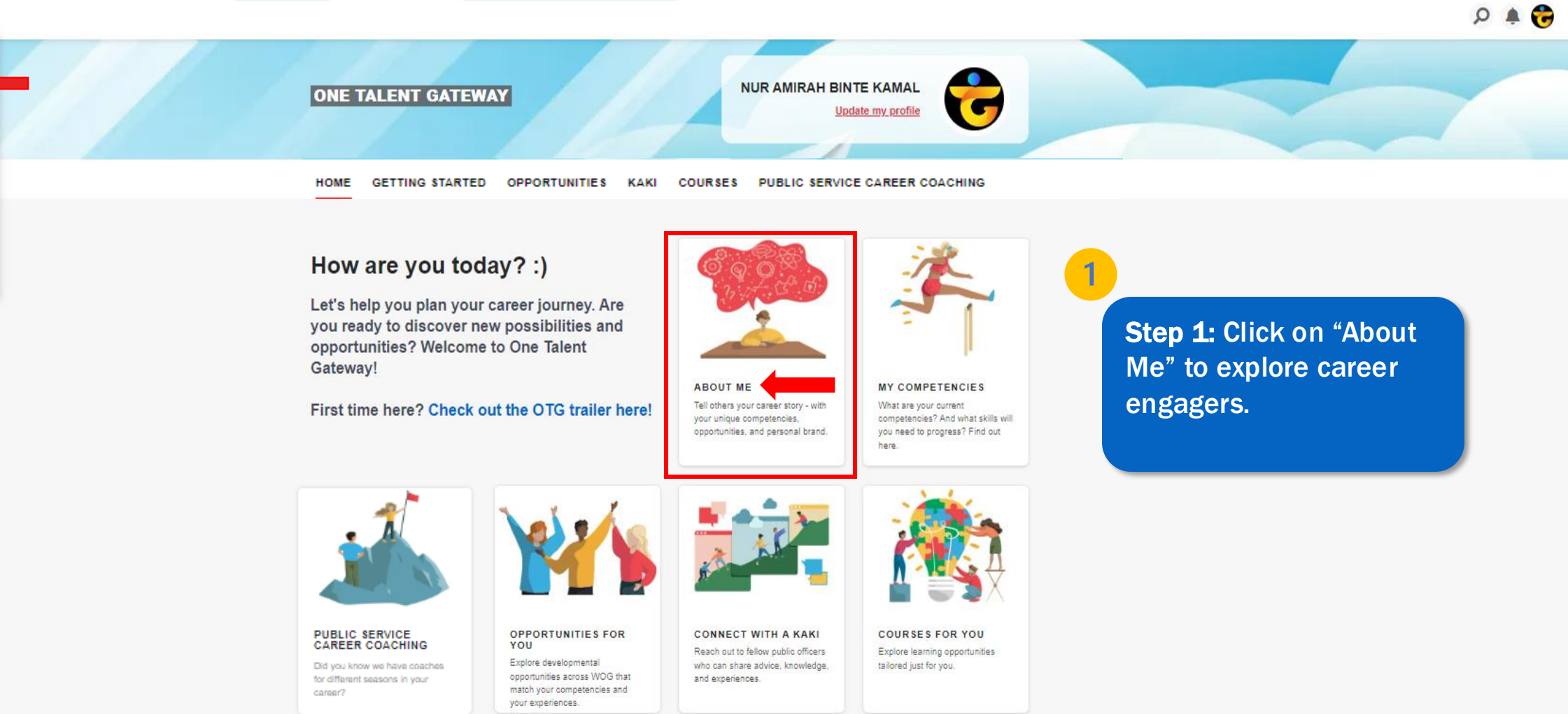
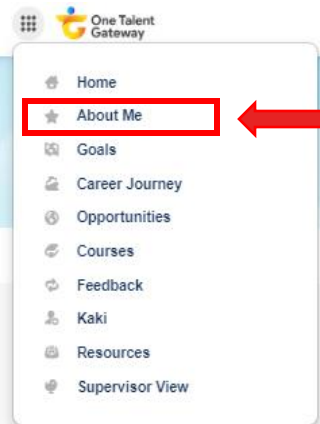
9

Step 9: Indicate what applies to you – such information will help the platform make smarter recommendations for you.

Step-by-Step Guidebook #2: Career Engagers

- **Career engagers:** Series of exercises to help officers better understand their career values and preferences at work
- [Where to find career engagers on OTG?](#)
- [How to use career engagers feature?](#)

Uncover your career engagers



1

Step 1: Click on “About Me” to explore career engagers.

Uncover your career engagers



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ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE



Career Engagers and Satisfaction

Your results will appear here when you have completed the [Career Engagers tool](#).

2

Next up

Step 2: Click on “Career Engagers” to start.



Values

Your results will appear here when you have completed the [Career Values](#) tool.



Work Style

Nothing to see here until you complete the [Fit](#) tool.



Agility Factors

Nothing to see here until you complete the [Agility](#) tool.

Uncover your career engagers

Exit

0/27

fuel 50

Learning



Building your understanding and knowledge

Variety



Have plenty of change in work responsibilities and a varied work day

Service



Being involved in helping other people directly

Balance



Having a sense of equilibrium in one's life and work

Clarity



Work which is clear of ambiguity or confusion

3

Finish

Step 3: Follow the instructions and complete the exercises. Click "Finish" to submit your responses.

0/12

Your Career Engagers

MOST IMPORTANT	QUITE IMPORTANT	MODERATELY IMPORTANT	NOT IMPORTANT

Uncover your career engagers



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ABOUT ME

COMPETENCIES

FEEDBACK

PROFILE



Career Engagers and Satisfaction

Your results will appear here when you have completed the [Career Engagers tool](#)



Values

Your results will appear here when you have completed the [Career Values tool](#)



Work Style

Nothing to see here until you complete the [Fit tool](#)



Agility Factors

Nothing to see here until you complete the [Agility tool](#)

Next up

Complete the [Career Engagers](#) tool

4

Step 4: Complete all the exercises available.

You may read the generated reports to find out about your own career engagers and preferences.

Step-by-Step Guidebook #3:

Discovering Career Pathways/Career Journeys

- [How to explore shorter-term career pathway?](#)
- [How to explore longer-term career pathway?](#)
- [How to let OTG suggest roles for me?](#)

How to explore shorter-term career pathways?

How to explore shorter-term career pathways?

- Home
- About Me
- Goals
- Career Journey**
- Opportunities
- Courses
- Feedback
- Kaki
- Resources
- Supervisor View

1

Step 1: Click on "Career Journey" to explore possible career pathways.

ONE TALENT GATEWAY

NUR AMIRAH BINTE KAMAL

[Update my profile](#)



HOME GETTING STARTED OPPORTUNITIES KAKI COURSES PUBLIC SERVICE CAREER COACHING

How are you today? :)

Let's help you plan your career journey. Are you ready to discover new possibilities and opportunities? Welcome to One Talent Gateway!

First time here? [Check out the OTG trailer here!](#)



ABOUT ME

Tell others your career story - with your unique competencies, opportunities, and personal brand.



MY COMPETENCIES

What are your current competencies? And what skills will you need to progress? Find out here.



PUBLIC SERVICE CAREER COACHING

Did you know we have coaches for different seasons in your career?



OPPORTUNITIES FOR YOU

Explore developmental opportunities across WOG that match your competencies and your experiences.



CONNECT WITH A KAKI

Reach out to fellow public officers who can share advice, knowledge, and experiences.



COURSES FOR YOU

Explore learning opportunities tailored just for you.

How to explore shorter-term career pathways?

The screenshot shows the One Talent Gateway (OTG) website. At the top, the OTG logo is on the left, and the user's name 'NUR AMIRAH BINTE KAMAL' with a profile picture and a link to 'Update my profile' is on the right. Below the header is a navigation bar with links: HOME, GETTING STARTED, CAREER JOURNEY (highlighted with a red box), OPPORTUNITIES, KAKI, and COURSES. The main content area is titled 'What are you interested to do next?'. It features three circular icons: 'ONE MOVE' (with a photo of a person), 'I AM HERE' (with the OTG logo), and 'MULTIPLE MOVES' (with a photo of a building). Below 'ONE MOVE' is the text 'Explore what's next.' and a red arrow points to it from a yellow callout box. Below 'I AM HERE' is a red button labeled 'SURPRISE ME!' and a yellow callout box. Below 'MULTIPLE MOVES' is the text 'Looking at possible routes.' and a yellow callout box.

2

Step 2: You can look at journeys that are approximately 1-2 moves from your current role.

ONE MOVE
Explore what's next.

I AM HERE
SURPRISE ME!

MULTIPLE MOVES
Looking at possible routes.

You can see journeys that are multiple moves from where you are now.

Not sure what you want to do? Click on "Surprise Me" and OTG will suggest roles that might be a good fit for you.

How to explore shorter-term career pathways?

OTG suggests both Parallel (lateral) and Stretch roles based on your competencies.

The role match percentages are based on the competencies you have today.

MAKE YOUR MOVE.
EXPLORE CAREER JOURNEYS.

MY SUGGESTED MOVES CAREER JOURNEYS

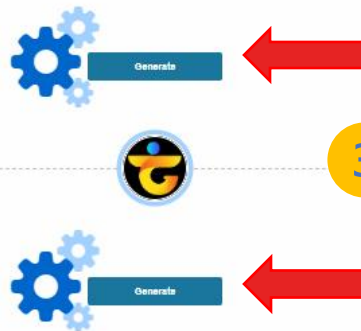
Search for roles or people in your organization

What is my next possible step?...

Job Family Select a Job Family... Filters Go Reset filters

PARALLEL ROLES

STRETCH ROLES



You can search for a specific role that you aspire towards and find out about the career journey here.

Step 3: Click on “Generate” and the platform will suggest parallel roles and stretch roles that are suitable for you.

How to explore shorter-term career pathways?

MAKE YOUR MOVE.
EXPLORE CAREER JOURNEYS.

MY SUGGESTED MOVES CAREER JOURNEYS

Search for roles or people in your organization

What is my next possible step?...

Filters

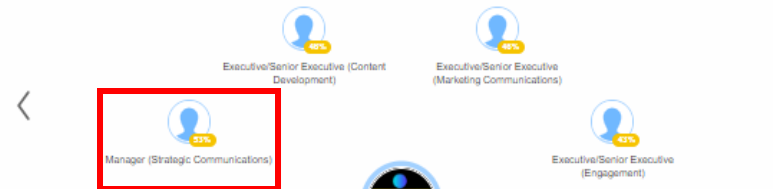
Job Family

Select a Job Family...

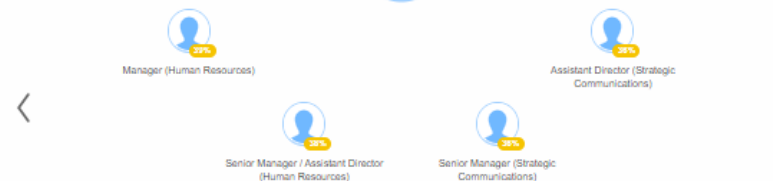
Go

Reset filters

PARALLEL ROLES VIEW ALL (36)



STRETCH ROLES VIEW ALL (50)



The generated role match percentages are also based on your competencies today.

How to explore shorter-term career pathways?

Step 4: You can click any role to learn more about it.



Manager (Strategic Communications) **4**

53% MATCH

 Add to my target list  Find a Journey here

5 View your analysis & full role description

Step 5: Click “View your analysis & full role description” to find out more about the competencies required for the role and how to achieve them.

EXPLORE

MY SUGGESTED MOVES CAREER JOURNEYS

Search for roles or people in your organization



Manager (Strategic Communications)

53% MATCH

Presentation last saved: Just now

 Add to my target list  Find a Journey here

JOB RESPONSIBILITIES

- Monitor and analyse public sentiments on policies and initiatives to identify communications gaps and brewing issues
- Provide communications support for implementation of agency's policies
- Support internal focus group discussions (internal resource panels) for message-testing

GAP ANALYSIS

	YOU HAVE	STRETCH AREAS
FUNCTIONAL COMPETENCIES	Brand Strategy & Management	Data Analytics and Research
	Communications Strategy	Message Framing & Delivery
	Marketing Communications Strategy	
	+2 more	
CORE COMPETENCIES	You have not yet indicated that you have any Core Competencies above the minimum level required for this role.	
	Improving and Innovating Continuously	
	Keep Learning and Putting Skills into Action	
	Serving with Heart, Commitment and Purpose	
	+3 more	

How to explore shorter-term career pathways?

In this page, you can learn more about the “Job Responsibilities” and competency “Gap Analysis”.

The screenshot shows the 'EXPLORE' page with a search bar and filters. Below the search bar, there's a section for 'Manager (Strategic Communications)' with a 55% match. A red box highlights the 'Add to my target list' and 'Find a Journey here' buttons. A red arrow points from a yellow callout box to these buttons. Below the buttons, the 'JOB RESPONSIBILITIES' section lists three items. The 'GAP ANALYSIS' section is divided into 'YOU HAVE' and 'STRETCH AREAS'.

6 You can save any roles you like by clicking “Add to my target list” or “Find a Journey here”.

JOB RESPONSIBILITIES

- Monitor and analyse public sentiments on policies and initiatives to identify communications gaps and brewing issues
- Provide communications support for implementation of agency's policies
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GAP ANALYSIS

	YOU HAVE	STRETCH AREAS
FUNCTIONAL COMPETENCIES	Brand Strategy & Management	Data Analytics and Research
	Communications Strategy	Message Framing & Delivery
	Marketing Communications Strategy	
CORE COMPETENCIES	You have not yet indicated that you have any Core Competencies above the minimum level required for this role.	
		Improving and Innovating Continuously
		Keep Learning and Putting Skills into Action
	Serving with Heart, Commitment and Purpose	

7

Example: An executive/senior executive officer already have 8 skills needed and would need to develop another 6 skills to switch to executive/senior executive role in engagement.

The screenshot shows the 'Journey Charted' page. It displays a career path from 'Executive/Senior Executive (Engagement)' to 'Manager/Senior Manager (Engagement)'. A red box highlights the 'MOVE: 1' button. Below the path, there's a section titled 'Now let's make it happen!' with a 'Journey Charted!' section and a 'Take Action' section.

Executive/Senior Executive (Engagement) → Manager/Senior Manager (Engagement)

MOVE: 1

Now let's make it happen!

Journey Charted!

Save your journey for something to refer to as you take your next steps.

Are these Roles your Goal?

Keep them at the front of your mind

✓ Executive/Senior Executive (Engagement) targeted

⊕ Manager/Senior Manager (Engagement)

Take Action

Try one of these to take your next step towards your goal

Find a relevant Opportunity

Find a relevant Kaki

Start a new Development Goal

How to explore longer-term career pathways?

How to explore longer-term career pathways?

One Talent Gateway

Home
About Me
Goals
Career Journey
Opportunities
Courses
Feedback
Kaki
Resources
Supervisor View

1

Step 1: Click on “Career Journey” to explore possible career pathways.

ONE TALENT GATEWAY

NUR AMIRAH BINTE KAMAL
[Update my profile](#)

HOME GETTING STARTED OPPORTUNITIES KAKI COURSES PUBLIC SERVICE CAREER COACHING

How are you today? :)

Let's help you plan your career journey. Are you ready to discover new possibilities and opportunities? Welcome to One Talent Gateway!

First time here? [Check out the OTG trailer here!](#)

ABOUT ME
Tell others your career story - with your unique competencies, opportunities, and personal brand.

MY COMPETENCIES
What are your current competencies? And what skills will you need to progress? Find out here.

PUBLIC SERVICE CAREER COACHING
Did you know we have coaches for different seasons in your career?

OPPORTUNITIES FOR YOU
Explore developmental opportunities across WOG that match your competencies and your experiences.

CONNECT WITH A KAKI
Reach out to fellow public officers who can share advice, knowledge, and experiences.

COURSES FOR YOU
Explore learning opportunities tailored just for you.

How to explore longer-term career pathways?

The screenshot shows the One Talent Gateway (OTG) website. At the top, the logo and name 'One Talent Gateway' are on the left, and a user profile for 'NUR AMIRAH BINTE KAMAL' with an 'Update my profile' link is on the right. The navigation bar includes 'HOME', 'GETTING STARTED', 'CAREER JOURNEY' (highlighted), 'OPPORTUNITIES', 'KAKI', and 'COURSES'. The main heading is 'What are you interested to do next?'. Below this are three options: 'ONE MOVE' (Explore what's next.), 'I AM HERE' (SURPRISE ME!), and 'MULTIPLE MOVES' (Looking at possible routes.). The 'MULTIPLE MOVES' option is highlighted with a red box and a yellow circle with the number '2'. A red arrow points from this option to a yellow callout box on the right. A yellow callout box on the left explains the 'ONE MOVE' option. A yellow callout box at the bottom explains the 'SURPRISE ME!' button.

ONE TALENT GATEWAY

NUR AMIRAH BINTE KAMAL
[Update my profile](#)

HOME GETTING STARTED **CAREER JOURNEY** OPPORTUNITIES KAKI COURSES

What are you interested to do next?

ONE MOVE
Explore what's next.

I AM HERE
SURPRISE ME!

MULTIPLE MOVES
Looking at possible routes.

2

Step 2: You can view career journeys that are multiple moves from where you are now.

You can look at journeys that are approximately 1-2 moves from your current role.

Not sure what you want to do? Click on "Surprise Me" and OTG will suggest roles that might be a good fit for you.

How to explore longer-term career pathways?

You can also search for a specific role that you aspire towards and find out about the career journey in the search bar.

MAKE YOUR MOVE.
EXPLORE CAREER JOURNEYS.

MY SUGGESTED MOVES CAREER JOURNEYS

Search for roles or people in your organization

Explore your Routes

Enter any two roles and explore the potential routes between them.



Step 3: Click on “Start” to begin.

Stuck? Out of ideas?

Leave it to our programming and see where the road may lead!



How to explore longer-term career pathways?



**MAKE YOUR MOVE.
EXPLORE CAREER JOURNEYS.**

MY SUGGESTED MOVES **CAREER JOURNEYS** ⓘ



Explore your Routes

Enter any two roles and explore the potential routes between them.


Start
Executive / Senior Executive (Hur)


Target role
Manager/Senior Manager (Engag)





Stuck? Out of ideas?

Leave it to our programming and see where the road may lead!

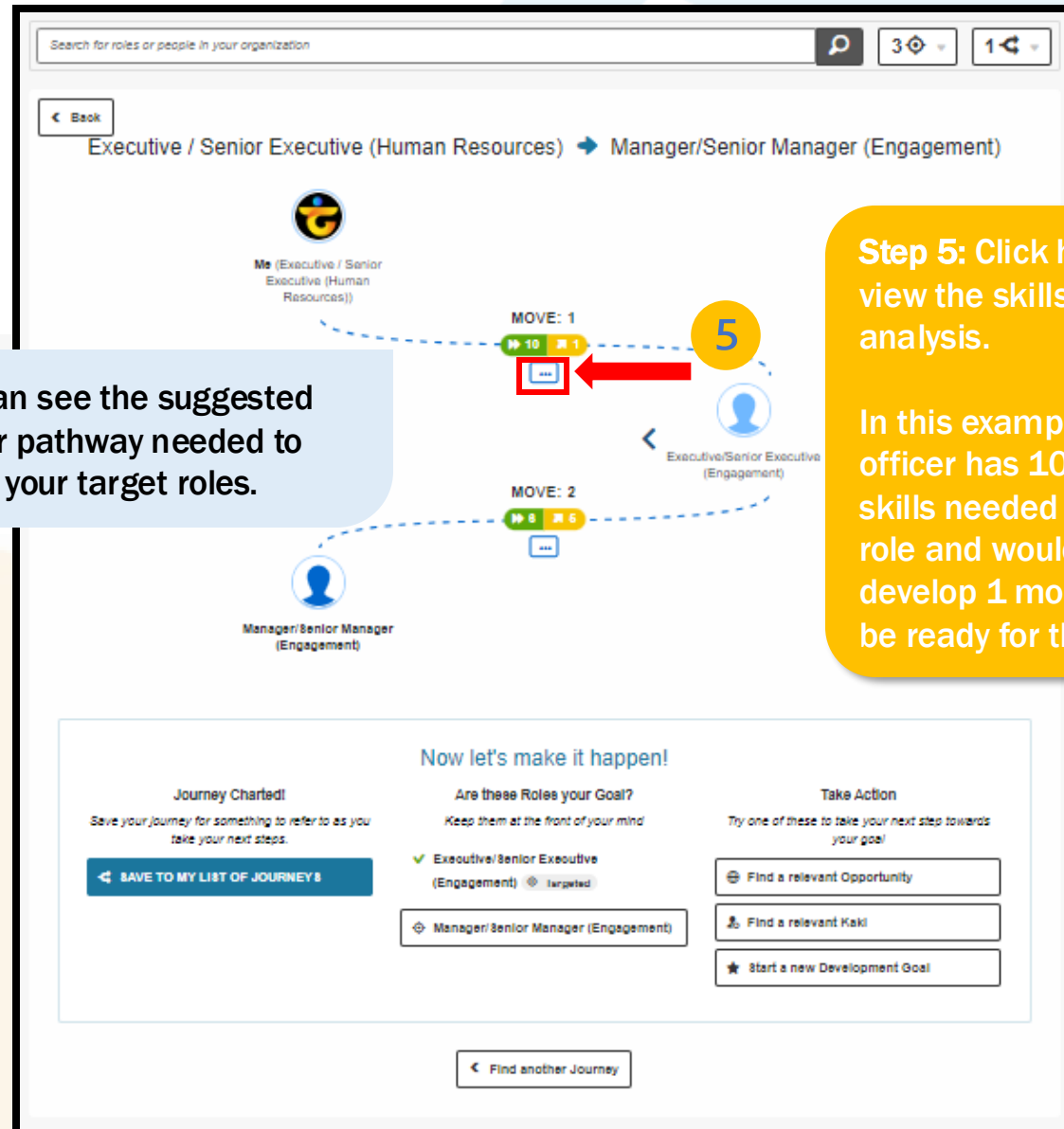

Surprise me!



4

Step 4: You may select or input a “Target role” and click on “Find Journey” to proceed.

How to explore longer-term career pathways?

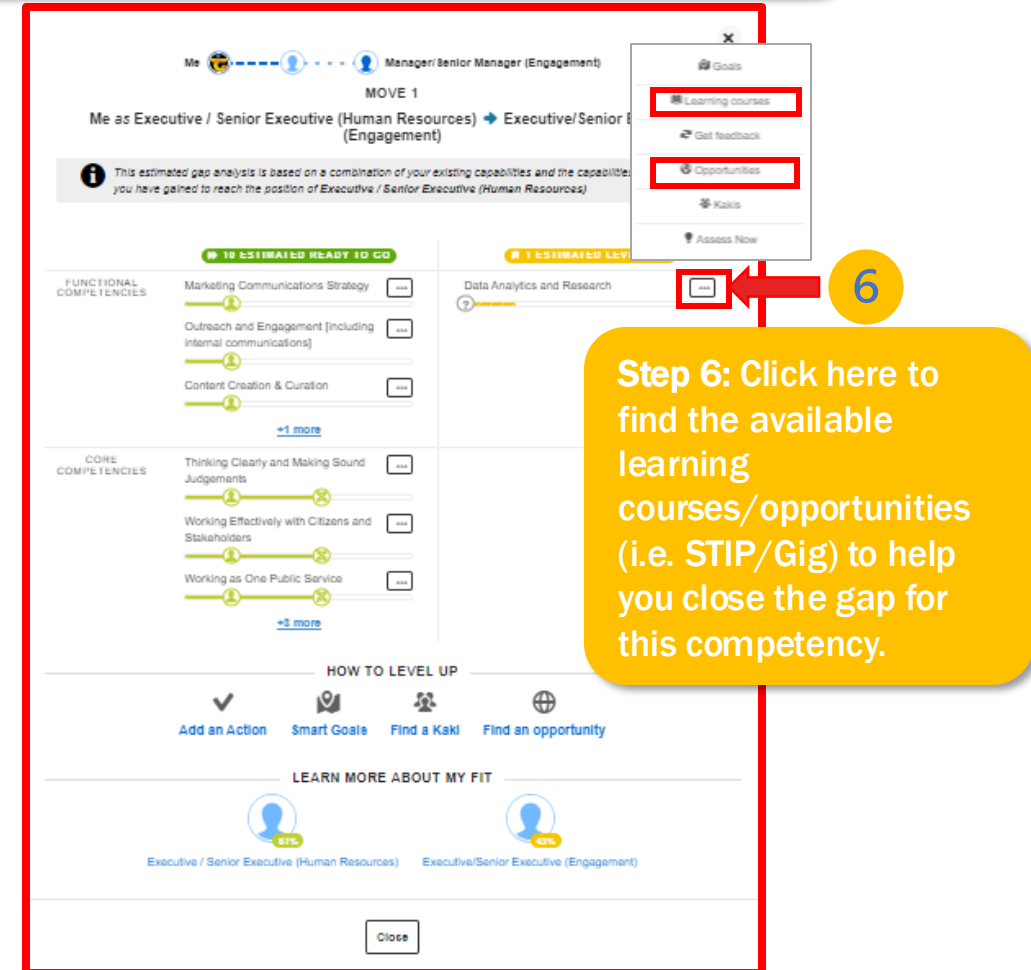


You can see the suggested career pathway needed to reach your target roles.

Step 5: Click here to view the skills gap analysis.

In this example, the officer has 10 of the skills needed for this role and would need to develop 1 more skill to be ready for this role.

You can view competencies and the corresponding proficiency level required for the role.

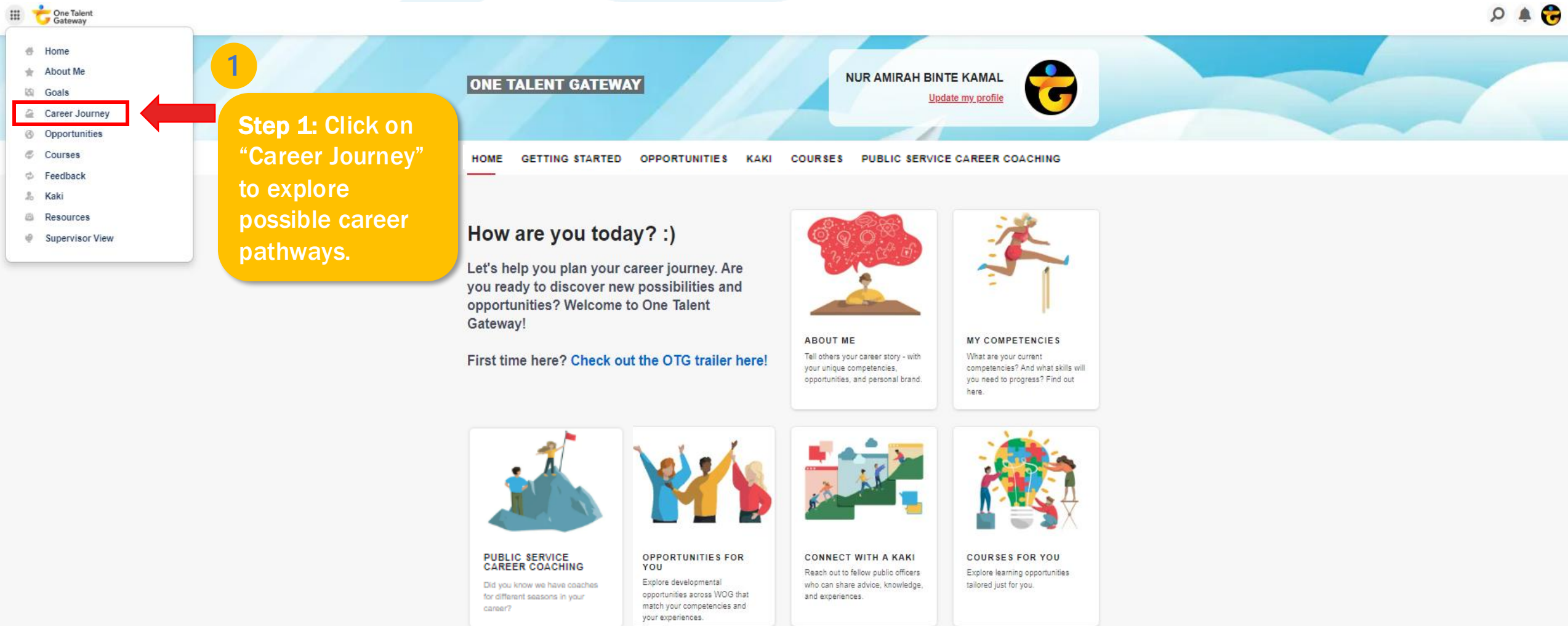


Step 6: Click here to find the available learning courses/opportunities (i.e. STIP/Gig) to help you close the gap for this competency.

How to let OTG suggest roles for me?



How to let OTG suggest roles for me?



One Talent Gateway

1

Step 1: Click on "Career Journey" to explore possible career pathways.

ONE TALENT GATEWAY

NUR AMIRAH BINTE KAMAL
[Update my profile](#)

HOME GETTING STARTED OPPORTUNITIES KAKI COURSES PUBLIC SERVICE CAREER COACHING

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How to let OTG suggest roles for me?

The screenshot shows the OTG website header with the logo and user profile 'NUR AMIRAH BINTE KAMAL' with an 'Update my profile' link. The navigation bar includes 'HOME', 'GETTING STARTED', 'CAREER JOURNEY' (highlighted), 'OPPORTUNITIES', 'KAKI', and 'COURSES'. The main content area is titled 'What are you interested to do next?' and features three circular icons: 'ONE MOVE' (Explore what's next.), 'I AM HERE' (I AM HERE), and 'MULTIPLE MOVES' (Looking at possible routes.). A red box highlights the 'SURPRISE ME!' button under 'I AM HERE', with a red arrow pointing to it from a yellow callout box.

ONE TALENT GATEWAY

NUR AMIRAH BINTE KAMAL
[Update my profile](#)

HOME GETTING STARTED **CAREER JOURNEY** OPPORTUNITIES KAKI COURSES

What are you interested to do next?

ONE MOVE
Explore what's next.

I AM HERE
SURPRISE ME!

MULTIPLE MOVES
Looking at possible routes.

You can look at journeys that are approximately 1-2 moves from your current role.

You can see journeys that are multiple moves from where you are now.

2 **Step 2: Not sure what you want to do?**

Click on "Surprise Me!" and OTG will suggest roles that might be a good fit for you.

How to let OTG suggest roles for me?

One Talent Gateway

MAKE YOUR MOVE. EXPLORE CAREER JOURNEYS.

MY SUGGESTED MOVES CAREER JOURNEYS

Search for roles or people in your organization

3 1

Explore your Routes

Enter any two roles and explore the potential routes between them.

Start Target role

Executive / Senior Executive (Hir) Type or select

Find Journey

Stuck? Out of ideas?

Leave it to our programming and see where the road may lead!

Executive / Senior Executive (Human Resources)

In 3 moves In 2 moves In 1 move In 3 moves

Deputy Director (Human Resources) Senior Manager / Assistant Director (Human Resources) Manager (Human Resources) Lead UX Designer

VIEW JOURNEY VIEW JOURNEY VIEW JOURNEY VIEW JOURNEY

Step 3: These are the OTG recommended roles. Let's click on the first one to view the career pathway.

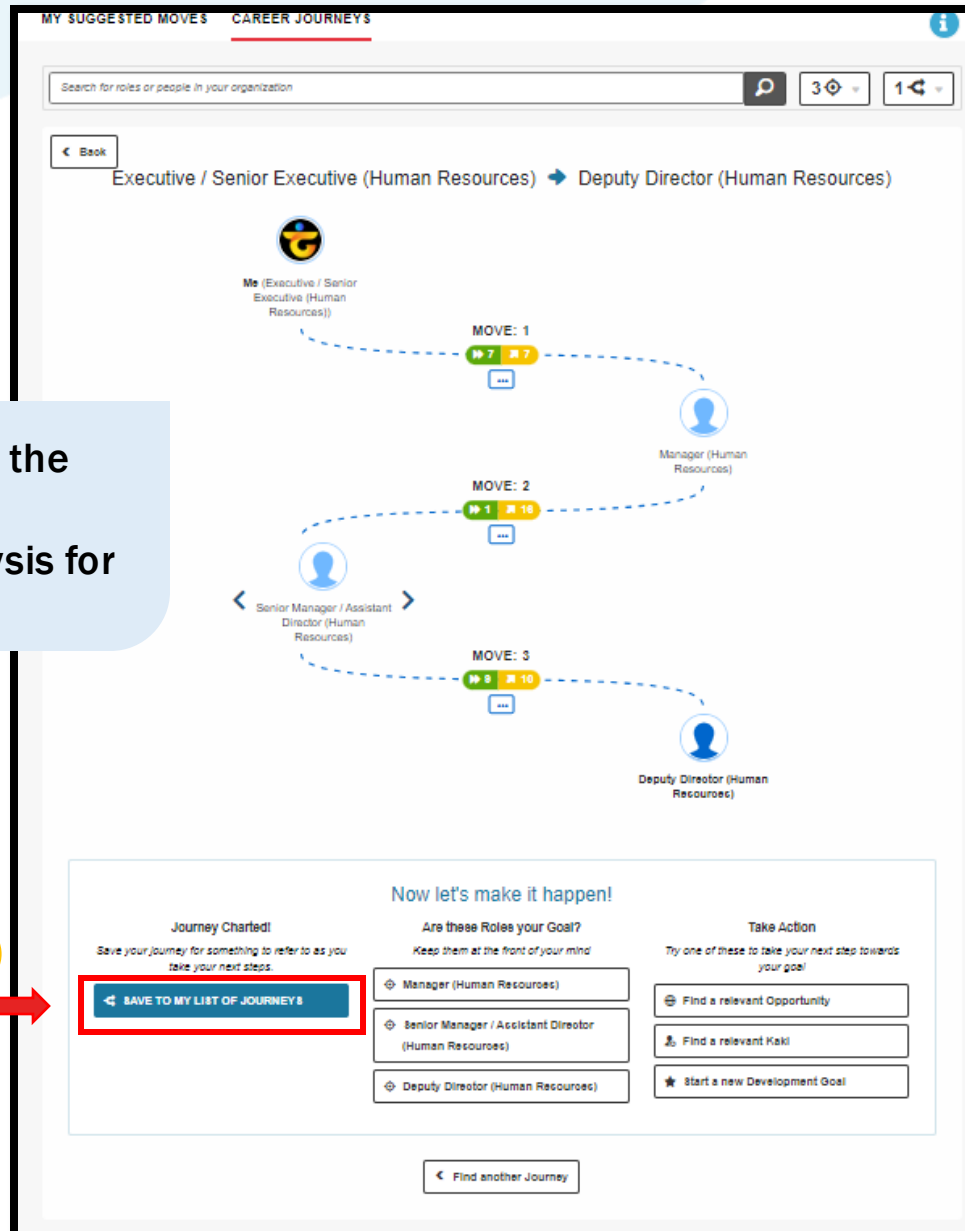
3

How to let OTG suggest roles for me?

You will be able to see the career pathway and competency gap analysis for each move.

Step 4: Save this journey for easier reference the next time you log in.

4



Step-by-Step Guidebook #4:

Discovering Development Opportunities

- [How to search for development opportunities?](#)

Examples include:

- Short-Term Immersion Programme (STIP)
- Gigs
- Public Service For Good (PSFG) opportunities using 40 hours
- Others e.g. brownbag sessions

- [How to search for training courses?](#)

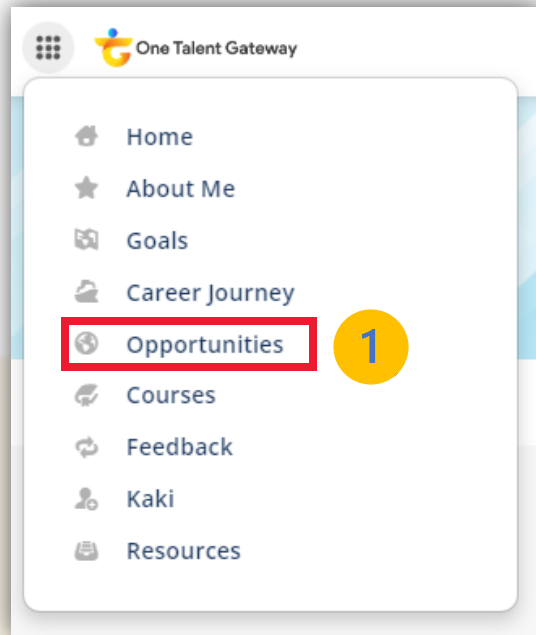
- We have courses from CSC, Udemy and Digital Academy.

How to search for development opportunities?

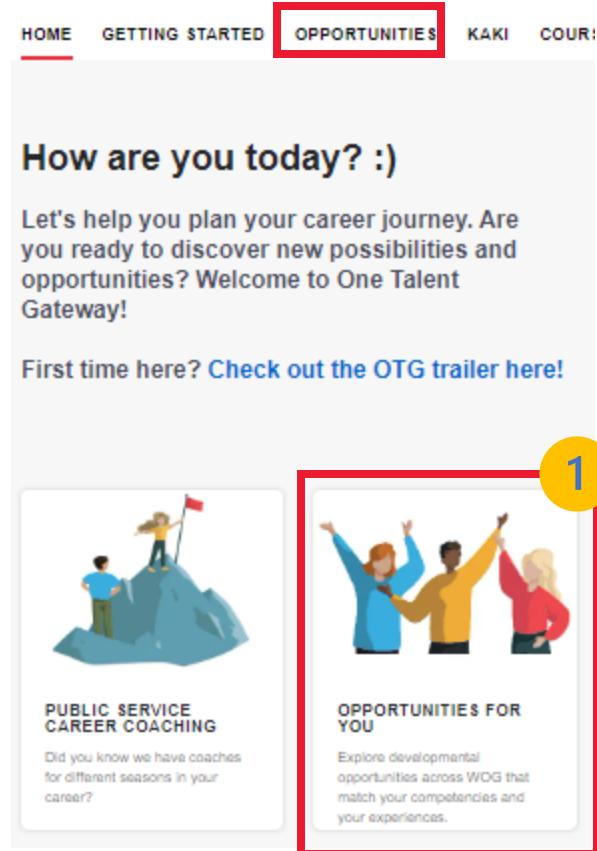


How to search for development opportunities?

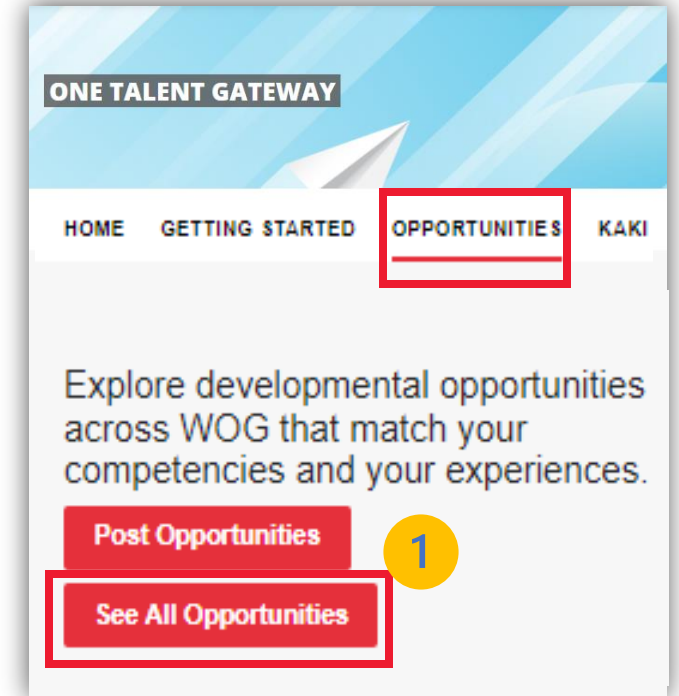
Step 1: You can navigate to “Opportunities” from the OTG Home page in two ways:



OPTION 1



OPTION 2



How to search for development opportunities?



Explore developmental opportunities across WOG that match your competencies and your experiences.

[Post Opportunities](#)

[See All Opportunities](#)

[STIP] REIMAGINING LIBRARIES AND ARCHIVES

This programme will introduce attendees to the National Library Board (NLB)'s approach to...

[GIG] CONTENT CREATION FOR THE SINGSTAT WEB SITE - STUDENTS' CORNER

The Students' Corner contains statistical resources organised by subjects in the form of quizzes...

[GIG] MINDEF: NDP FEEDBACK SERVICE REPRESENTATIVE

Be part of the exclusive team responsible for the meticulous planning of the annual National Day...

[STIP] EXPERIENTIAL LEARNING ON INTERIM USE OF STATE LAND FOR RELIGIOUS FUNCTIONS IN...

Step into the shoes of SLA's Land Management Operations (LMO) officers and learn about SLA's...

[GIG] SURVEY SG - DEVELOPING A CENTRALISED SURVEY SYSTEM

The Singapore Department of Statistics (DOS) is looking to develop a centralized survey...

[GIG] COMMUNICATIONS & ENGAGEMENT FOR THE NEW PRIMARY CHINESE LANGUAGE CURRICULUM

The new Primary Chinese Language Curriculum will be gradually implemented...

2



Step 2: Let's check out this opportunity!

Suggested opportunities will appear on the landing page.

In the upper left and right corners of each tile, you can "like" or "unlike" the opportunity.

This action will help OTG customize better recommendations for you in the future.

How to search for development opportunities?

[GIG] Communications & Engagement for the New Primary Chinese Language Curriculum

Apr 1, 2024 - May 31, 2024 | 1 days/week | Share opportunity

Ministry of Education | Public Communications | Public Communications Engagement

OPPORTUNITY DESCRIPTION

The new Primary Chinese Language Curriculum will be gradually implemented, commencing with Primary 1 in 2024.

Our aim is to improve communications and engagement to emphasise the key aspects of the new curriculum, highlighting its unique features and successful elements. We intend to create a series of engagement with parents and the public through social media to shape a fresh narrative for the learning of Mother Tongue Languages/Chinese Language.

Our goal is to facilitate a better understanding of the new curriculum's features among our stakeholders, enabling parents to better support their children's learning, and demonstrating to the general public that learning Mother Tongue Languages is enjoyable and enriching.

Key Deliverables:

- Officer will provide advice on public communications (marketing, message framing and delivery).
- Officer will provide ideas for storyboarding to embed the key messages and narratives in digital reels via social media.
- Officer will record and edit the social media reels.

Key Learnings:

- Understand and appreciate the parameters and considerations of curriculum development
- Understand the perspectives from a different agency (i.e. MOE) in working with children, parents, teachers and schools
- Reconcile different opinions and approaches to maintain positive engagement with stakeholders

Programme Details:

- 1 April 2024 - 31 May 2024 (2 months)
- 4 man-days per month

Functional Competencies:

- Communication Strategy (PL1)
- Outreach and Engagement (PL1)
- Message Framing and Delivery (PL1)

Pre-requisites:

- Proficient in English Language
- Basic proficiency in Chinese Language

To sign-up:

Register via this link: <https://form.gov.sg/65b676afdcfcdedd934f08c>

Contact Person:

Miss Maledaine Lai
Assistant Director / Chinese Language
Maledaine_Lai@moe.gov.sg

YOU GOT THIS

Outreach and Engagement (Including internal communications) | Communications Strategy

YOU'D GROW THIS

Message Framing & Delivery PL 1

POSTED BY

 **Song Chee Kian**
Jan 23, 2024

3 **Raise my hand** 

Step 3: You may indicate preferred opportunities by clicking the “Heart” button which would then appear as a list in your Homepage.

 **NUR AMIRAH BINTE KAMAL**
View my profile

Your favorites (1) 

[Analytics](#)

[Custom Reports](#)

[Full Data Reports](#)

[User Preferences](#)

[Log out](#)

A sample of Application Form on OTG after clicking on “Raise my hand”.

Apply for this Opportunity 

You are not required to fill up the form below if there is a FormSG link within the post itself – found under description.

Simply declare that you have sought your supervisor's approval, press the send button below and proceed to apply on FormSG itself.

If no FormSG link is available, simply fill up the form below and press send for the hosts to receive your application.

Should you wish to withdraw your application, please inform the Opportunity owner directly via email.

Why are you interested in this opportunity?

Please provide a summary of your relevant experience to this opportunity.

Any other information that we should know?

I meet the pre-requisition of the opportunity that I am applying for, if applicable (Please Indicate Yes / No/ NA).

I acknowledge that it is my responsibility to seek approval from my reporting officer and organisation before participating in this opportunity. *

Step 4: To apply for the opportunity:

- Check if there is a “Sign Up form link”.
- If yes, apply for this opportunity via the form link.
- You will also need to click on “Raise my hand” and submit your application to log it onto the OTG platform so that the opportunity owner will get an email notification.

The opportunity owner will contact you if you are shortlisted.

How to search for development opportunities?

GROW YOUR COMPETENCIES.
FIND AN OPPORTUNITY.

SEARCH FOR AN OPPORTUNITY

MY OPPORTUNITY APPLICATIONS

OPPORTUNITIES POSTED BY ME



Tip: Your “Suggested Opportunities” will be shown on the “Search for an Opportunity” tab.



Suggested Opportunities (5)

ALIGN YOURSELF
TO YOUR NEXT
OPPORTUNITY. ▼

[Click here](#) to find out how.



Tip: To search/filter all opportunities by Competency, Time Commitment, Agency, Job Family, and more, select “Click Here”.

This will allow you to focus your search on development opportunities that will directly support the areas in which you would like to grow.

POSTED BY



Eunice SB
Jul 28, 2022

[STIP] Walk-the-ground virtually at CPF Service Centre

Jul 9, 2022 - May 30, 2023 | 2 days/week

Public Communications Content Development

[See more](#)

[Raise my hand](#)



POSTED BY



[STIP] MOM's iHEAR Programme

Mar 7, 2023 - Mar 21, 2023 | 7 hours/month

Sales & Marketing (Sample)

[Raise my hand](#)



How to search for training courses?

How to search for training courses?



[HOME](#) [GETTING STARTED](#) [OPPORTUNITIES](#) [KAKI](#) [COURSES](#) [PUBLIC SERVICE CAREER COACHING](#)

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CONNECT WITH A KAKI

Reach out to fellow public officers who can share advice, knowledge, and experiences.



COURSES FOR YOU

Explore learning opportunities tailored just for you.

1

Step 1: Click on “Courses For You” to find courses offered by CSC, Digital Academy and Udemy.

How to search for training courses?



2

Step 2: If you want to find about other courses to close a specific competency gap, click on “View Learning Options” to find out more.

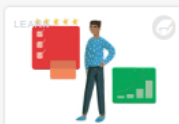
Level up on your current skill set and learn something new with these courses curated for you.

[View Learning Options](#)



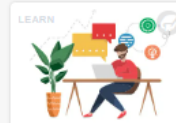
IMPROVING AND INNOVATING CONTINUOUSLY

[Virtual Classroom] Agile Leadership for Directors



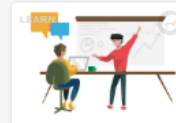
IMPROVING AND INNOVATING CONTINUOUSLY

[Virtual Classroom] Driving Digital Excellence with The Six Ts® - Unleash Your Innovation...



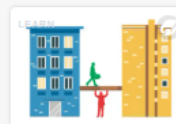
IMPROVING AND INNOVATING CONTINUOUSLY

Applied Change Management: Prosci® Change Management Certification Programme



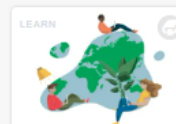
IMPROVING AND INNOVATING CONTINUOUSLY

Are you Ready for AI? Delivering a Successful AI Project



IMPROVING AND INNOVATING CONTINUOUSLY

[Virtual Classroom] Leading Agile Teams Effectively for Managers



IMPROVING AND INNOVATING CONTINUOUSLY

Behavioural Insights (BI) Practitioner's Programme

[Show more](#)

Here, you will be able to view relevant courses based on your role.

Hover around a course and click on “Learn” to find out more about the course.

How to search for training courses?

WHAT WOULD YOU LIKE TO ASSESS TODAY?

CURRENT ROLE MY TARGET ROLES ALL COMPETENCIES

Competency type ALL FUNCTIONAL COMPETENCIES CORE COMPETENCIES

Reload full list

FUNCTIONAL COMPETENCY HR Business Partnership

The ability to facilitate and develop holistic HR decisions, operations and initiatives based on business priorities, perspectives and desired outcomes.

Which of the following best describes your Competency level?

Not relevant to me PL 1 PL 2 PL 3 PL 4 PL 5

Demonstrates an understanding of the basic HR business partner concepts. Describes the importance of an HR business partner. Describes the purpose and objectives of HR business partnering activities.

Select ALL that apply to you:

I enjoy doing this I'd like to advance it I'd like to do this less

Grow this Competency



4

Content Creation & Curation

View Full Report

Your Competencies 73

Your Functional Competencies

Your Core Competencies

I'D LIKE TO LEARN THIS 3

PL 1 46

PL 2 2

PL 3 1

Key in the competency you would like to grow in the search bar. The relevant courses will appear.

Step 3: Click on the "Book" icon to find out the available courses that are related to the competency to bridge the competency gap.

3

Note: Courses from CSC and Digital Academy have been uploaded onto OTG. For competency without any courses from these training providers, OTG will redirect officers to Udemy.

Step-by-Step Guidebook #5:

Posting Self-Initiated Opportunities

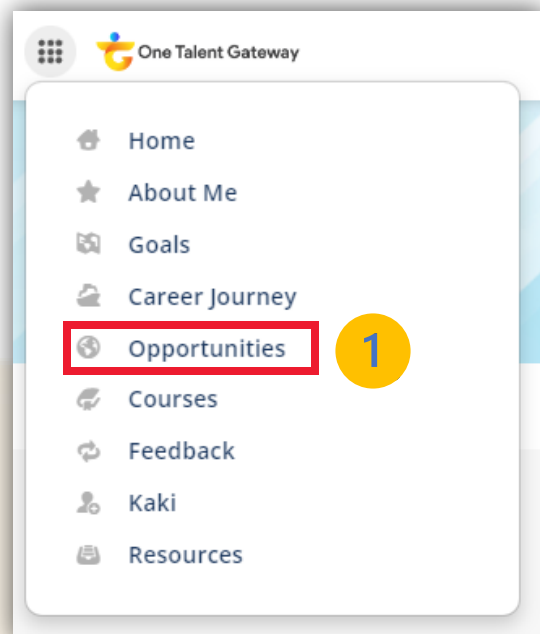
- [How to post self-initiated opportunities on OTG?](#)
- [\[New\] How to transfer opportunity ownership on OTG?](#)

How to post self-initiated opportunities?

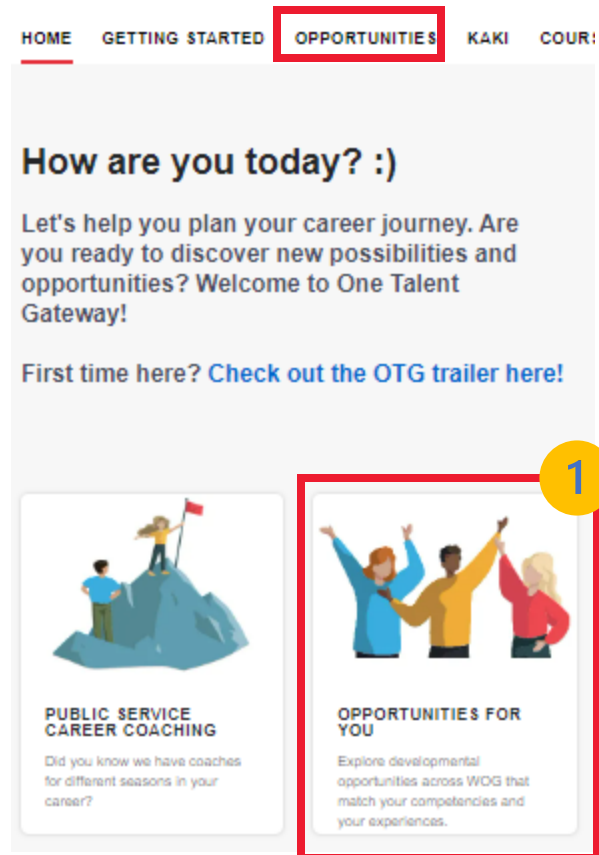
For Officers

How to post self-initiated opportunities?

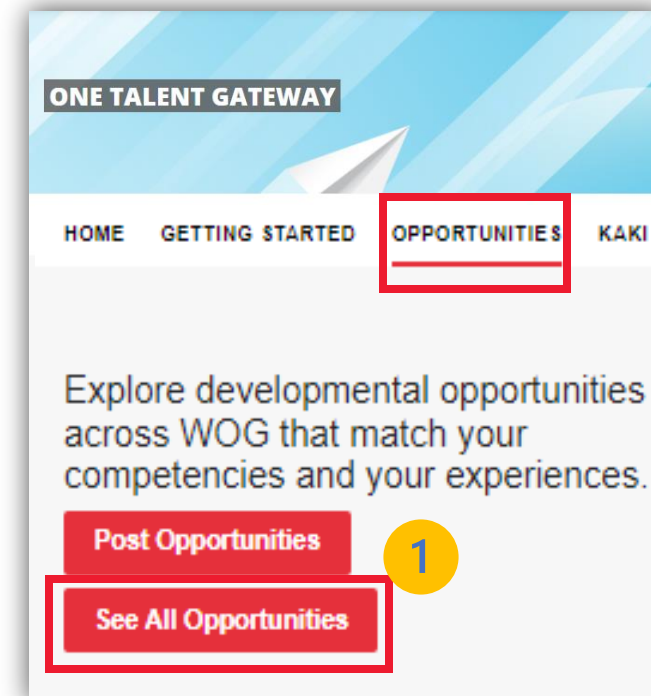
Step 1: You can navigate to “Opportunities” from the OTG Home page in two ways:



OPTION 1



OPTION 2



How to post self-initiated opportunities?

Step 2: Select the “Opportunities Posted By Me” tab.

Step 3: If this is your first time creating an Opportunity, you will see this screen.

- Read through the guidelines
- Acknowledge that you have read the guidelines by:
 - Checking the confirmation box
 - Selecting “Yes”

GROW YOUR COMPETENCIES. FIND AN OPPORTUNITY.

SEARCH FOR AN OPPORTUNITY MY OPPORTUNITY APPLICATIONS **OPPORTUNITIES POSTED BY ME** 2

Does my opportunity meet the stipulated guidelines?

I confirm that the opportunity that I will be posting is aligned to the stipulated guidelines below and I agree to amend/take down the opportunity if it is assessed to be against the guidelines. There are three types of opportunities, namely:

Self-initiated

- Self Initiated Opportunities: Primarily for social learning and personal passion-related types of initiatives; no prior approval is required
- Details of the guidelines can be found [here](#): 3
- Centrally Curated STIPS and Gigs: Primarily for promoting cross-agency understanding or support delivery of work outcomes; prior approval is required
- Details of the design considerations can be found [here](#):
[Gig STIPS](#)
- Structured Job Rotation (SJR): For every officer nominated for SJR, agencies should surface at least 2 job opportunities. If you are not nominating any officers, you may also post relevant job opportunities.

☐ I confirm that I have read and met the above requirements.

YES NO

[Read more about Opportunities](#) →

How to post self-initiated opportunities?

**GROW YOUR COMPETENCIES.
FIND AN OPPORTUNITY.**

SEARCH FOR AN OPPORTUNITY MY OPPORTUNITY APPLICATIONS OPPORTUNITIES POSTED BY ME ⓘ

You have not created any Opportunities yet.

You can check your eligibility by clicking on the link to the right. [Does my opportunity meet the stipulated guidelines?](#)

Create an Opportunity **Create an SJR Opportunity**

[Read more about Opportunities →](#)

Step 4: Select
“Create an
Opportunity”.

4

How to post self-initiated opportunities?

Step 5: Title of Opportunity

- This is the name of your opportunity that will be visible to officers on OTG.
 - Format: [Prefix] <Name of Self-initiated Opportunity>
 - For Prefix, choose one of the following descriptions: STIP/ Gig/ PSFG/ Job/ Int Opp/ Others

Title of Opportunity - Please indicate if this is a STIP or gig opportunity within the title i.e. [Gig] Name of Gig *

Please indicate if this is a STIP or gig opportunity within the title i.e. [Gig] Name of Gig

Find Competencies *

Find the competencies required for your opportunity and add them to your post for more accurate recommendations

 Search

Step 6: Adding Competencies

- Search for competencies via the “Search” button
- Include the competencies you need for the opportunity
 - You may also choose “Not applicable” if the opportunity does not require any competency.
- After adding all the required competencies, select the Proficiency Level for each competency by clicking on them.
- The more you include, the better matches you’ll find!

Step 7: Complete all fields and click “Next”

Post Opportunity

1 OPPORTUNITY SETUP — 2 AUDIENCE SETUP — 3 POSTED

To post an Opportunity, fill in the below details. Please note that people will be contacting you about your Opportunity via email so expect to receive expressions of interest via the email address that is attached to your Fuel50 account.

By proceeding, you confirm that you have read and agree to the STIP and Gig guidelines.

[Create Gig](#) [Create SJR](#)

Title of Opportunity - Please indicate if this is a STIP or Gig within the title i.e. [Gig] Name of Opportunity *

Please indicate if this is a STIP or Gig within the title i.e. [Gig] Name of Opportunity

Opportunity Start Date  **Opportunity End Date**  **Time Commitment (this is a required field)**

Agency ☐ Remote work possible?

Job Family **Function**

Description - Please provide a one para summary of the project, including the following 1) scope 2) deliverables and outcomes 3) roles and responsibilities 4) potential benefits to participating officer 5) any pre-requisites required and 6) target audience (if any) *

Please provide a one para summary of the project, including the following 1) scope 2) deliverables and outcomes 3) roles and responsibilities 4) potential benefits to participating officer 5) any pre-requisites required and 6) target audience (if any)

Find Competencies *

Find the competencies required for your opportunity and add them to your post for more accurate recommendations

 Search

[Cancel](#) [Next >](#)

How to post self-initiated opportunities?

Ringfencing feature allows the opportunity owner to offer opportunities to a specific agency or job family on OTG.

Post Opportunity

1 OPPORTUNITY SETUP — 2 AUDIENCE SETUP — 3 POSTED

Use this area to specifically setup the audience you want to attend your Opportunity. If you don't do this and post, your Opportunity will be available for everyone to apply.

AGENCY (Limited to 1 locations)	JOB FAMILY & FUNCTION (None setup)

Limit To Exclude public 🔍

Public Service Division ✕

Cancel < Previous Post Opportunity

8

Step 8: You can search for specific agencies or job families you would like to “Limit to” or “Exclude” in the search bar.

- In this example, only officers from Public Service Division may see the opportunity posted.

How to post self-initiated opportunities?

Post Opportunity

1 OPPORTUNITY SETUP — 2 AUDIENCE SETUP — 3 POSTED

Use this area to specifically setup the audience you want to attend your Opportunity. If you don't do this and post, your Opportunity will be available for everyone to apply.

AGENCY
(None setup)

JOB FAMILY & FUNCTION
(None setup)

Limit To **Exclude**  [x Clear All](#)

[Cancel](#) [< Previous](#) [Post Opportunity](#)

Step 9: Click “Post Opportunity” once you have completed the necessary fields.

The opportunity will show up on your “Opportunities Posted By Me” page. In that page, you can “Edit the posting”, view all applicants, add “Applicants to your Shortlist”, and select the “Applicant(s) Chosen” to participate in your opportunity.

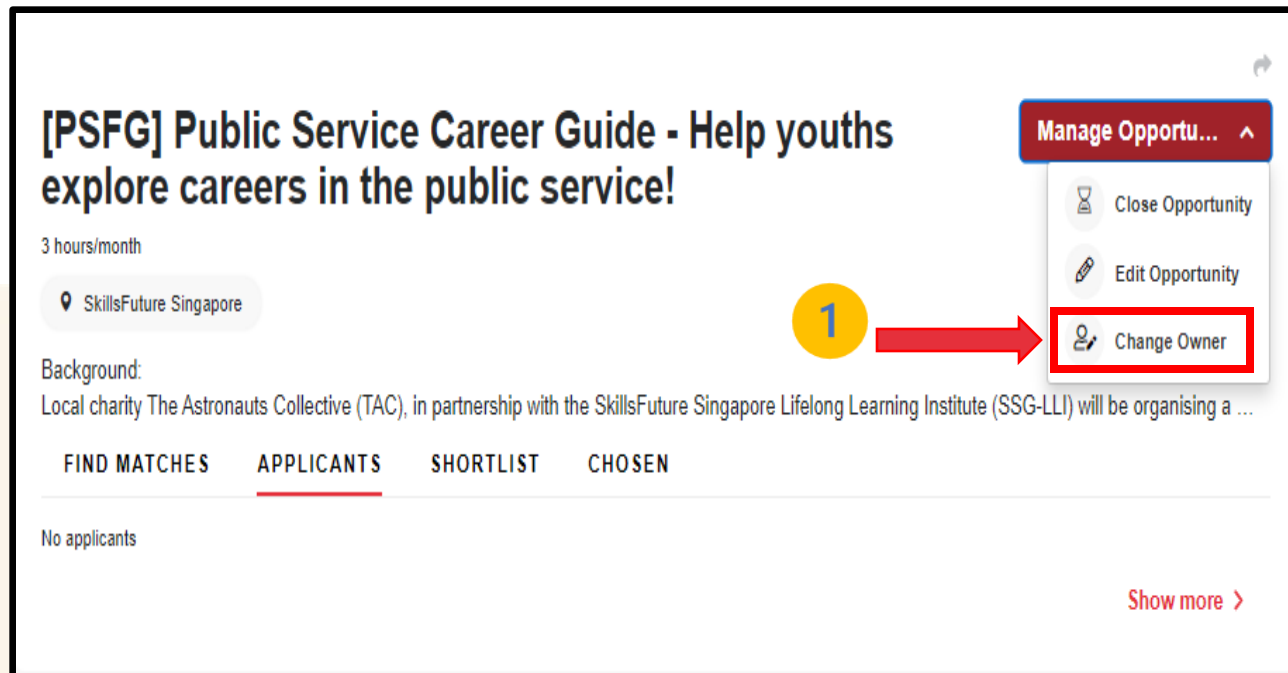
Repeat this process if you need to post additional opportunities.

How to transfer opportunity ownership on OTG?

For Officers

How to transfer opportunity ownership on OTG?

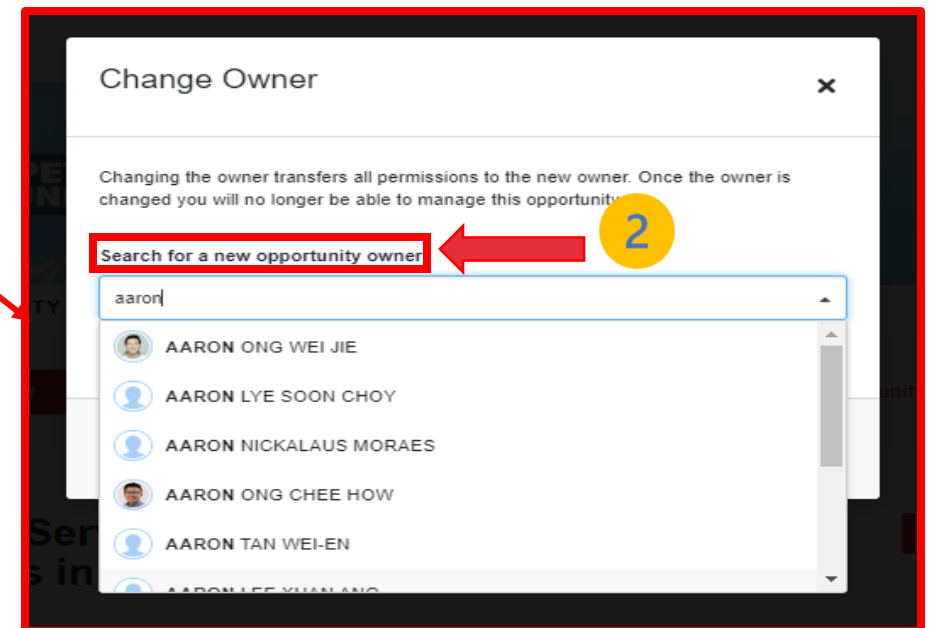
- Allow opportunity owner to re-assign ownership of an opportunity (Gig/STIP or SJR) to another user, making them the new opportunity owner i.e. able to manage the opportunity should the original poster be unable to access OTG e.g. goes on leave



Step 1: Click on the "Manage Opportunity" tab

- Select 'Change Owner'

Step 2: Search by typing out the first 3 characters of the new owner's name and select it from the drop-down list (new owner must have an OTG account)



How to transfer opportunity ownership on OTG?

Step 3: Confirm the re-assignment by ticking the confirmation box and clicking on the 'Change Owner' button.

Things to note:

- Original opportunity owner loses ownership permissions (i.e. view and receive notifications of applications, edit opportunity, close off opportunity etc.) after the opportunity is re-assigned
- There can only be 1 opportunity owner at any point in time.

Change Owner ×

Changing the owner transfers all permissions to the new owner. Once the owner is changed you will no longer be able to manage this opportunity.

Search for a new opportunity owner

 AARON ONG WEI JIE

☒ I confirm I want to transfer permissions to a new opportunity owner

Cancel 3 → Change Owner

Step-by-Step Guidebook #6:

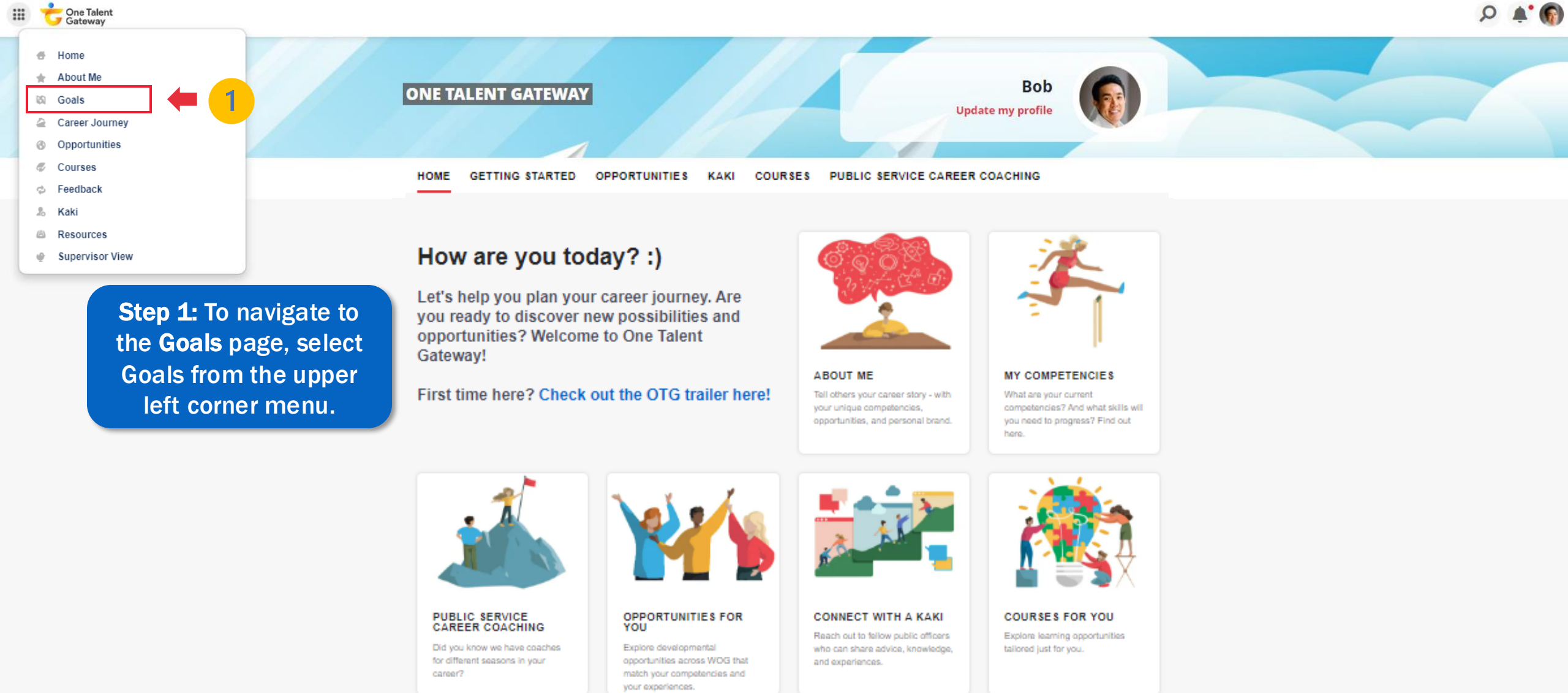
Adding Goals and Action Plans

- [How to add goals on OTG?](#)
- [How to add and manage action plans on OTG?](#)

Adding Goals on OTG



How to Add Goals on OTG



The image shows the One Talent Gateway (OTG) homepage. In the top left corner, there is a navigation menu with the following items: Home, About Me, Goals, Career Journey, Opportunities, Courses, Feedback, Kaki, Resources, and Supervisor View. The 'Goals' item is highlighted with a red box, and a red arrow points to it from a yellow circle containing the number '1'. The main header area features the 'ONE TALENT GATEWAY' logo and a user profile for 'Bob' with a 'Update my profile' link. Below the header is a navigation bar with links: HOME, GETTING STARTED, OPPORTUNITIES, KAKI, COURSES, and PUBLIC SERVICE CAREER COACHING. The main content area is divided into two rows of cards. The first row includes 'How are you today? :)' with a welcome message, 'ABOUT ME' (Tell others your career story), and 'MY COMPETENCIES' (What are your current competencies?). The second row includes 'PUBLIC SERVICE CAREER COACHING' (Did you know we have coaches?), 'OPPORTUNITIES FOR YOU' (Explore developmental opportunities), 'CONNECT WITH A KAKI' (Reach out to fellow public officers), and 'COURSES FOR YOU' (Explore learning opportunities).

Step 1: To navigate to the Goals page, select Goals from the upper left corner menu.

ONE TALENT GATEWAY

Bob
Update my profile

HOME GETTING STARTED OPPORTUNITIES KAKI COURSES PUBLIC SERVICE CAREER COACHING

How are you today? :)

Let's help you plan your career journey. Are you ready to discover new possibilities and opportunities? Welcome to One Talent Gateway!

First time here? [Check out the OTG trailer here!](#)

ABOUT ME
Tell others your career story - with your unique competencies, opportunities, and personal brand.

MY COMPETENCIES
What are your current competencies? And what skills will you need to progress? Find out here.

PUBLIC SERVICE CAREER COACHING
Did you know we have coaches for different seasons in your career?

OPPORTUNITIES FOR YOU
Explore developmental opportunities across WOG that match your competencies and your experiences.

CONNECT WITH A KAKI
Reach out to fellow public officers who can share advice, knowledge, and experiences.

COURSES FOR YOU
Explore learning opportunities tailored just for you.

How to Add Goals on OTG

POWER UP YOUR DEVELOPMENT.
CREATE A GOAL.

MY GOALS

MY ACTION PLAN

MY REPORTS

Edit Privacy

Create/Add

Info icon

Add your first goal

Are you ready to super-charge your performance and development? Creating and achieving SMART goals is an effective way to keep you powering forwards in your personal and career development.

2

Add my first goal

MY PURPOSE

ADD

MY VISION

ADD



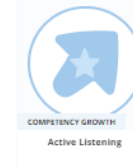
Add New Goal

Create your own goal?

Start

Quick Add your Goal

Or start with a pre-made goal



Step 2: To begin, click on Add My First Goal or Add New Goal.

A pop-up box will appear, offering the officer suggested goals or the option of starting his/her own goal.

SUGGESTED GOALS

Adding Suggested Goals

POWER UP YOUR DEVELOPMENT.
CREATE A GOAL.

MY GOALS MY ACTION PLAN MY REPORTS

Edit Privacy

+ Create/Add

i

Add your first goal

Are you ready to super-charge your performance and development? Creating and achieving SMART goals is an effective way to keep you powering forwards in your personal and career development.

Add my first goal

MY PURPOSE ADD



MY VISION ADD



Add New Goal

SUGGESTED GOALS

What kind of goal are you adding?



General



Competency
Growth



Target Role

Tip: Officer can choose from two types of suggested goals:

- **Competency Growth:** Customised to improve specific skills or expertise for professional development.
- **Target Role:** Geared towards advancing to a specific job aligned with career goals, with set objectives for success.

You can create a general goal, one specific to strengthening a **Competency**, or one that moves you toward a desired **target** job.

Adding Suggested Goals

One Talent Gateway

POWER UP YOUR DEVELOPMENT. CREATE A GOAL.

MY GOALS MY ACTION PLAN MY REPORTS

Edit Privacy Create/Add

Add your first goal

Are you ready to super-charge your performance and development? Creating and achieving SMART goals is an effective way to keep you powering forwards in your personal and career development.

Add my first goal

MY PURPOSE ADD MY VISION ADD

Example of a Target Role Goal

TARGET ROLE

Executive/Senior Executive (Engagement)
Target date: Jan '25, a year to go

ACTIONS CONTRIBUTING TO THIS GOAL:

Add another action Add Quick add

THIS GOAL SUPPORTS OTHER GOALS:
Select any/all that apply:

You have no goals right now to contribute towards

Cancel Edit details Add this Goal

Example of a Competency Growth Goal

COMPETENCY GROWTH

Keep Learning and Putting Skills into Action
Target date: Jan '25, a year to go

ACTIONS CONTRIBUTING TO THIS GOAL:

Add another action Add Quick add

THIS GOAL SUPPORTS OTHER GOALS:
Select any/all that apply:

You have no goals right now to contribute towards

Cancel Edit details Add this Goal

SUGGESTED GOALS

- TARGET ROLE: Executive/Senior Executive (Content Development)
- TARGET ROLE: Executive/Senior Executive (Engagement)
- TARGET ROLE: Manager (Customer Service & Engagement)
- COMPETENCY GROWTH: Improving and Innovating Continuously
- COMPETENCY GROWTH: Keep Learning and Putting Skills into Action

Adding & Deleting Suggested Goals

TARGET ROLE
Executive/Senior Executive (Engagement)
Target date: Jan '25, a year to go

ACTIONS CONTRIBUTING TO THIS GOAL:

Add another action [Quick add](#)

↓ THIS GOAL SUPPORTS OTHER GOALS:
Select any/all that apply:
You have no goals right now to contribute towards

Editing suggested Goal

Goal Type ☒ Target Role ☐ Competency Growth ☐ General

Goal name

Description (OPTIONAL)

Target date

ACTIONS CONTRIBUTING TO THIS GOAL:

Add another action [Quick add](#)

↓ THIS GOAL SUPPORTS OTHER GOALS:
Select any/all that apply:
You have no goals right now to contribute towards

Step 3: To provide additional details for the selected goals, click on "Edit Details" to:

- Input relevant actions to be taken that will help you achieve the desired goal.
- Set the target date for goal completion.

Brand Strategy & Management

What key actions will you take to achieve this goal?

Predefined Actions

We've lined up some actions that we think will help you achieve this goal. You can include them into your goal, edit them, and add your own actions

JUN 11 ☒ Engage in some learning activities such as reading an article, listening to a podcast or completing an online learning course in this area.

JUN 11 ☒ Volunteer on a project to support my development in this area.

JUN 11 ☐ Identify someone who is strong in this area and ask if they would be willing to guide or mentor me

Tip: If you opt for a pre-made goal, you may be provided some suggested actions associated with that goal.

Simply select those you would like to include or add your own, or uncheck any that are not applicable

Adding your Own Goal

POWER UP YOUR DEVELOPMENT.
CREATE A GOAL.

MY GOALS

MY ACTION PLAN

MY REPORTS

Edit Privacy

+ Create/Add

i

Add your first goal

Are you ready to super-charge your performance and development? Creating and achieving SMART goals is an effective way to keep you powering forwards in your personal and career development.

Add my first goal

MY PURPOSE

ADD



MY VISION

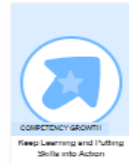
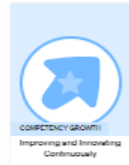
ADD

4



Add New Goal

SUGGESTED GOALS



Alternatively, the officer may choose to create their own goal, where they would have the option to select from the following types:

- (Additional) General: Covers diverse aspects of personal or professional development beyond other goal types
- Competency Growth: Customised to improve specific skills or expertise for professional development.
- Target Role: Geared towards advancing to a specific job aligned with career goals, with set objectives for success.

Adding a goal

What kind of goal are you adding?

General Competency Growth Target Role

Cancel Previous Next

Adding and Managing Action Plans on OTG

How to add and manage an Action Plan

POWER UP YOUR DEVELOPMENT.
CREATE A GOAL.

MY GOALS MY ACTION PLAN MY REPORTS

Edit Privacy

+ Create/Add



HIDE FILTERS

Status: ALL ACTIVE COMPLETED

Show: ALL ACTIONS GOALS

Date: ALL TIME from to

Add an action

Add

2023

SEP 12 Go for a course



1

Beyond goals, the officer can also develop concrete action plans.

Type out an action plan and click “Add”. A pop-up box will appear, and the officer can further categorise/personalise their goals

2

- Once completed, the officer may “Mark action as complete” and this will be recorded as Completed.
- Officer may also edit or delete their action plan.

Adding an action

Action Name: Search for a course

Action Type: ☒ Formal education ☐ Social learning ☐ On job experience

Due date: 30 Sep 2023

Action description (OPTIONAL): Enter description



**You've come to the end of the guidebook.
Need help or want to talk to somebody?**

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[Contact us](#)