About e2i

Incorporated in 2007, e2i operates National Career Centres with multiple touchpoints islandwide, and is a tripartite initiative that supports workers and employers across the workforce ecosystem. e2i works in close collaboration with key employer and government partners.



e2i's Mission

To create better jobs for better lives.



e2i's Vision

To be the leading organisation to create better solutions for better employment and employability.



How e2i Supports Employers and Workers

e2i serves as a bridge between employers and workers, helping employers and workers towards better jobs for better lives.



Employers

e2i partners employers to address their manpower needs through recruitment, training and job redesign solutions.



Workers

e2i connects with workers to offer job security through job-matching, career guidance and skills upgrading services.

e2i
Employment and Employability Institute

Follow us:

Information is accurate at the time of printing (July 2026).

e2i
Employment and Employability Institute

Resource Guide for Employers

e2i – Your Partner in Supporting Workers Through Changes

Understand how e2i can support your company's workforce adjustment and your workers' career transition



Always apply CARE in everything you do!

Breaking the Difficult News

As a company representative, what can you say to support affected workers?

- You are not alone in this, we are here to support your transition.
- Let us take this one step at a time.
- I am here to answer your questions.
- Thank you for your contributions and efforts for us.
- Reach out to me anytime if you need help.

C — Communicate clearly



Plan a clear communication strategy. Explain the reasons transparently, keep messages simple, and prevent misunderstanding or rumours.

A — Approach privately



Deliver the news in a private and appropriate setting, respecting confidentiality and the individual's circumstances.

R — Respond with respect and empathy



Be personal, compassionate and present. Practise active listening and acknowledge emotions, anxiety and uncertainty.

E — Extend support and next steps



Provide emotional reassurance, practical guidance and pathways forward so affected workers are not left alone after the conversation.

Work closely with e2i and/or unions early to guide affected workers through their career transitions, and provide support where necessary.

Approach e2i for Assistance!

NTUC's e2i (Employment and Employability Institute) supports companies and workers through every stage of restructuring and career transition. We encourage companies to engage e2i as early as possible. **A 3–6 months lead time is preferred for tailoring responsible, effective, and confident transition management.**



Workforce Reskilling & Redeployment Support

Guidance on reskilling, training, job redesign, and internal role transitions.



Career Support Briefings

Onsite briefings on available resources and next steps to reduce uncertainty during transitions.



Employer Engagement & Job Matching

Curated job matching, career fairs, and direct interviews.



Career Guidance

1:1 coaching, resume building and interview practices.



Continuous Support

Ongoing assistance until individuals secure stable employment, with easy re-engagement anytime – supported by multiple touchpoints islandwide for convenient access.

Scan here to view our resource guide,
or contact us via email at **support@e2i.com.sg**