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Building Professional Capabilities

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Building Professional Capabilities

TRAINING DIRECTORY

**Achieve Your Potential: Learning
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2023-24

18102023

					2023		2024											
	COURSE TITLE	Grants Available	EB / Normal / Members (Fees in S\$ excl. GST)	EB / Normal / Members (Fees in S\$ incl. of 8% GST)	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	SDF/SFC	540 / 600 / 500	583.20 / 648 .00/ 540.00	21-22			22-23			16-17			20-21			5-6	
	Competency-Based Interview and Selection	MCES/ETSS/ Abs.Payroll	640	691.20					7-8			4-5			12-13			3-4
	Handling Employee Grievances and Discipline	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00						17			5			22		
Team & People Management	Conducting Performance Discussions Successfully (Appraiser)	MCES/ETSS/ Abs.Payroll	720	777.60	30-1			1-2										
	Setting KPIs & Goals for Effective Job Performance	SDF/SFC	370 / 420 / 330	399.60 / 453.60 / 356.40					13									
	Coaching for Performance - Develop Your People	SDF/SFC	360 / 410 / 320	388.80 / 442.80 / 345.60		5			8			12			26			17
	Working with Different Personalities	SDF/SFC	650 / 710 / 610	702.00 / 766.80 / 658.80	30-1				14-15		14-15			22-23			7-8	
	Conflict Resolution with a Win-win Outcome	N.A.	340 / 390 / 300	367.20 / 421.20 / 324.00				28										
Leadership	Essential Supervisory Skills	SDF/SFC	360 / 410 / 320	388.80 / 442.80 / 345.60			12			30			10			3		
	Leading with Confidence	SDF/SFC	650 / 710 / 610	702.00 / 766.80 / 658.80														
	Essential Management Skills	SDF/SFC	650 / 710 / 610	702.00 / 766.80 / 658.80		14-15												
	Leaders of Tomorrow	SDF/SFC	680 / 740 / 640	734.40 / 799.20 / 691.20				12-13										
	(SFw) Develop Team Leaders through Capability Development and Coaching	MCES/ETSS/ Abs.Payroll	720	777.60						7-8						13-14		
	(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	MCES/ETSS/ Abs.Payroll	720	777.60	16-17													
	Leading & Facilitating Change	N.A.	680 / 740 / 640	734.40 / 799.20 / 691.20				5-6				27-28			5-6			10-11
	Leading Across Culture	N.A.	370 / 420 / 330	399.60 / 453.60 / 356.40	17			19										
	Lead with Questions	N.A.	370 / 420 / 330	399.60 / 453.60 / 356.40			18											
Professional Development	Time and Stress Management Skills	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00			9			25			4			25		
	Problem Solving & Decision Making	SDF/SFC	370 / 420 / 330	399.60 / 453.60 / 356.40		7		20										
	Develop Your Assertiveness	SDF/SFC	370 / 420 / 330	399.60 / 453.60 / 356.40					1			13			17			5
	Influence & Persuade with Impact	SDF/SFC	390 / 440 / 350	421.20 / 475.20 / 378.00			17											
	Professional & Effective Presentations	SDF/SFC	630 / 690 / 590	680.40 / 745.20 / 637.20			18-19											
	Facilitating Productive and Engaging Meetings	N.A.	360 / 410 / 320	388.80 / 442.80 / 345.60		5		12										
Office Management / Finance	Essential Skills for Professional Administrators	SDF/SFC	540 / 600 / 500	583.20 / 648.00 / 540.00	28-29			20-21										
	Advanced Skills for Administrative Professionals	SDF/SFC	600 / 660 / 560	648.00 / 712.80 / 604.80		6-7		19-20										
	Office Management Skills for Admin Professionals	SDF/SFC	360 / 410 / 320	388.80 / 442.80 / 345.60	1		19			5			17			15		
	Finance for Non-Financial Professionals	SDF/SFC	630 / 690 / 590	680.40 / 745.20 / 637.20			10-11											
Communication / Customer Service	Effective Email Writing	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00			11			19			23			11		
	Essential Writing Skills for the Workplace	N.A.	580 / 640 / 540	626.40 / 691.20 / 583.20	16-17			28-29			9-10			27-28			21-22	
	Effective Minutes Writing	SDF/SFC	360 / 410 / 320	388.80 / 442.80 / 345.60		8			6									
	Grammar for Business Writing	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00	2			22										
	Effective Workplace Communication	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00	29			1		23			12			24		
	Writing in Response to Complaints & Feedback	SDF/SFC	370 / 420 / 330	399.60 / 453.60 / 356.40			16											
	Proofreading & Editing for Executives & Managers	SDF/SFC	360 / 410 / 320	388.80 / 442.80 / 345.60				21										
	Business Writing - Reports & Proposals	SDF/SFC	650 / 710 / 610	702.00 / 766.80 / 658.80	22-23				7-8									
	Telephone Etiquette & Techniques on Handling Difficult Callers	SDF/SFC	340 / 390 / 300	367.20 / 421.20 / 324.00	24			27				21		26				5
	Customer Service Success	N.A.	350 / 400 / 310	381.50 / 436.00 / 337.90							29			16			13	

TRAINING

CALENDAR

2023-24

In-House Customisation

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Cost-saving

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WSQ courses are available

Contact us now to get a quotation.

Further Savings on Training

1. Look out for “**SDF-Approved**” courses to save up to \$S\$14 for a one-day course and up to \$S\$28 for a two-day course. Upon registration, please inform us if you will be applying for the grant. We will process the application for you.

2. Register for **WSQ courses** with us! Find out more about the **grants** that you are eligible for at www.eontraining.com.sg/grants. Please contact us for more details.

3. Individuals who are Singapore Citizens aged 25 years old and above will be able to utilise their **SkillsFuture Credit** for training programmes. Please login to www.skillsfuture.gov.sg to find out more.

Venue	
	Face-to-face
	Virtual

Information is correct at time of printing.

18102023