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2020

January - December

TRAINING DIRECTORY



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30012020

TRAINING CALENDAR 2020

COURSE	EB / Normal / Members	Grants Available	📍	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR, Team & People Management	The Employment Act	577.80 / 642.00 / 535.00	SDF/SFC	S	9-10		16-17			23-24		30-1			
	Recruitment & Selection: Hiring the Right People	631.30 / 695.50 / 588.50	SDF/SFC	S		20-21		28-29			5-6			5-6	
	Developing Talents at all Levels	385.20 / 438.70 / 342.40	SDF/SFC	H			11			18		2			8
	Setting KPIs & Goals for Effective Job Performance	395.90 / 449.40 / 353.10	SDF/SFC	H			4			2		11			1
	Conducting Performance Appraisal Sessions Successfully (WSQ)	770.40	WTS/MCES/Abs.Payroll	S					12-13			4-5		29-30	
	Handling Employee Grievances and Discipline	363.80 / 417.30 / 321.00	SDF/SFC	H		14			15			21			4
	Coaching for Performance - Develop Your People	385.20 / 438.70 / 342.40	SDF/SFC	H	15			17			15			9	
	Working with Different Personalities	695.50 / 759.70 / 652.70	SDF/SFC	H			5-6			4-5			9-10		2-3
Leadership	Essential Supervisory Skills	385.20 / 438.70 / 342.40	SDF/SFC	H		21			5		25			3	
	Leading with Confidence	695.50 / 759.70 / 652.70	SDF/SFC	H			10-11			2-3				17-18	
	Essential Management Skills	695.50 / 759.70 / 652.70	SDF/SFC	H			5-6		18-19			22-23			10-11
	Leaders of Tomorrow	727.60 / 791.80 / 684.80	SDF/SFC	H		13-14			19-20		19-20				24-25
	Team Dynamics - Develop High-Performing Teams Beyond their Potential	727.60 / 791.80 / 684.80	SDF/SFC	H		11-12		28-29			22-23			20-21	
	Capability Development and Coaching for Managers (WSQ)	770.40	WTS/MCES/Abs.Payroll	S		13-14		14-15			16-17			13-14	
	Department Strategy Development and Driving Team Results for Managers (WSQ)	770.40	WTS/MCES/Abs.Payroll	S	13-14			23-24			22-23		24-25		19-20
Professional Development	Time and Stress Management Skills	363.80 / 417.30 / 321.00	SDF/SFC	S	10			14			8			15	
	Problem Solving & Decision Making	395.90 / 449.40 / 353.10	SDF/SFC	H			4		23				2		
	Develop Your Assertiveness	395.90 / 449.40 / 353.10	SDF/SFC	H		12			20		26			4	
	Influence & Persuade with Impact	417.30 / 470.80 / 374.50	SDF/SFC	H			3			24			16		
	Professional & Effective Presentations	674.10 / 738.30 / 631.30	SDF/SFC	H			12-13			11-12			22-23		15-16
Office Mgmt	Essential Skills for Professional Administrators	577.80 / 642.00 / 535.00	SDF/SFC	S	16-17			23-24			1-2			6-7	
	Advanced Skills for Administrative Professionals	642.00 / 706.20 / 599.20	SDF/SFC	H			17-18		25-26			17-18			17-18
	Office Management Skills for Admin Professionals	385.20 / 438.70 / 342.40	SDF/SFC	S		25			14		28			10	
Communication	Effective Email Writing	363.80 / 417.30 / 321.00	SDF/SFC	S	9			29			22			8	
	Essential Writing Skills for the Workplace (BW 2)	620.60 / 684.80 / 577.80	SDF/SFC	S		18-19			28-29		20-21			5-6	
	Result-Oriented Writing (BW 3)	385.20 / 438.70 / 342.40	SDF/SFC	H			3								
	Effective Minutes Writing	385.20 / 438.70 / 342.40	SDF/SFC	H			12			24		3			3
	Grammar for Business Writing (BW 1)	363.80 / 417.30 / 321.00	SDF/SFC	H		7			14		6			26	
	Effective Workplace Communication	363.80 / 417.30 / 321.00	SDF/SFC	S		27			15					26	
	Writing in Response to Complaints & Feedback	395.90 / 449.40 / 353.10	SDF/SFC	H		13				10				28	
	Proofreading & Editing for Executives & Managers	385.20 / 438.70 / 342.40	SDF/SFC	H	16			28			7			16	
	Business Writing - Reports & Proposals	695.50 / 759.70 / 652.70	SDF/SFC	H		26-27				16-17				22-23	
	Advanced Business Writing	385.20 / 438.70 / 342.40	SDF/SFC	H	10			24			3			14	
Customer Service	Telephone Etiquette & Techniques on Handling Difficult Callers	363.80 / 417.30 / 321.00	SDF/SFC	S		12			28		27			18	
	Effective Communication in Customer Service	374.50 / 428.00 / 331.70	SDF/SFC	S		28				25		24			
	Mindfulness in Customer Service	385.20 / 438.70 / 342.40	SDF/SFC	S					3		4				
	Turning Difficult Situations into Excellent Service	395.90 / 449.40 / 353.10	SDF/SFC	H			4			14			23		
Finance	Finance for Non-Financial Professionals	674.10 / 738.30 / 631.30	SDF/SFC	H		18-19			19-20		18-19			19-20	
	Cost Management & Budgeting	395.90 / 449.40 / 353.10	SDF/SFC	H	10				4			18			
	Managing Your Accounts Receivables Effectively	385.20 / 438.70 / 342.40	SDF/SFC	S			20			14			29		

Practitioner Certificate Programme

- Practitioner's Certificate in Business Writing

To learn more about our certificate programme, visit our website or call us at 6220 4008.

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Further Savings on Training

- Look out for "SDF-Approved" courses to save up to \$14 for a one-day course and up to \$28 for a two-day course. Register and submit your application for SDF claims via www.skillsconnect.gov.sg at least a day before course commences.
- 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 <https://www.myskillsfuture.sg> to find out more.
- You can now register for WSQ Leadership courses with us! Find out more about the grants that you are eligible for at <https://ontraining.com.sg/courses/training-grants/>. Please contact us for more details.

Venue

S - SMU or similar

H - Royal Plaza on Scotts or similar

Note: Venue is subject to change based on availability. Thank you for your understanding.

Information is correct at time of printing.