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# 2020

## July - December

# TRAINING DIRECTORY



*Building Professional Capabilities*

**EON Consulting & Training Pte Ltd**

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GST Registration No.: 201301501N

27072020

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



## TRAINING CALENDAR Jul-Dec 2020

### 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.

### In-House Customisation

- Convenience within your premises
  - Cost-saving
  - Targeted at your needs
- Contact us now to get a quotation.

### 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](http://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.