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20
Oct

20

Mar 20

21

TRAINING
DIRECTORY

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

TRAINING CALENDAR

Oct 2020 - Mar 2021

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 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: Courses are currently held via Virtual Classroom (VC) until further notice, unless stated otherwise.

Information is correct at time of printing.