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Building Professional Capabilities

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**EON**  
Building Professional Capabilities

# 2022 Training Directory

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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	VC			29-30			19-20				3-4	
	Setting KPIs & Goals for Effective Job Performance	395.90 / 449.40 / 353.10	SDF/SFC	VC			18		28					25	
	Conducting Performance Discussions Successfully	770.40	WSS/MCES/Abs.Payroll	VC		22-23		7-8			16-17				13-14
	Handling Employee Grievances and Discipline	363.80 / 417.30 / 321.00	SDF/SFC	VC					10		2				15
	Coaching for Performance - Develop Your People	385.20 / 438.70 / 342.40	SDF/SFC	VC				26			3				6
	Working with Different Personalities	695.50 / 759.70 / 652.70	SDF/SFC	VC			8-9				21-22			15-16	
	Conflict Resolution with a Win-win Outcome	363.80 / 417.30 / 321.00	N.A.	VC	11				31			16			
Managing Remote Teams—NEW	695.50 / 759.70 / 652.70	N.A.	VC			1-2		25-26		17-18				8-9	
Leadership	Essential Supervisory Skills	385.20 / 438.70 / 342.40	SDF/SFC	VC	6			12			19				8
	Leading with Confidence	695.50 / 759.70 / 652.70	SDF/SFC	VC		15-16			2-3				6-7		
	Essential Management Skills	695.50 / 759.70 / 652.70	SDF/SFC	VC			2-3		23-24		29-30				15-16
	Leaders of Tomorrow	727.60 / 791.80 / 684.80	SDF/SFC	VC			15-16			28-29				24-25	
	Team Dynamics - Develop High-Performing Teams Beyond their Potential	727.60 / 791.80 / 684.80	N.A.	VC	18-19										
	(SFw) Develop Team Leaders through Capability Development and Coaching	770.40	WSS/MCES/Abs.Payroll	VC	19-20				26-27			22-23			
(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	770.40	WSS/MCES/Abs.Payroll	VC			17-18				6-7				10-11	
Professional Development	Time and Stress Management Skills	363.80 / 417.30 / 321.00	SDF/SFC	VC	13			12		6			18		
	Problem Solving & Decision Making	395.90 / 449.40 / 353.10	SDF/SFC	VC		23			22				7		
	Develop Your Assertiveness	395.90 / 449.40 / 353.10	SDF/SFC	VC				5			30				2
	Influence & Persuade with Impact	727.60 / 791.80 / 684.80	SDF/SFC	VC	20-21										
	Professional & Effective Presentations	674.10 / 738.30 / 631.30	SDF/SFC	VC			10-11								
	Engaging in Performance Discussions Positively (for Appraisee)	428.00	WSS/MCES/Abs.Payroll	VC				29				9			
Office Management	Essential Skills for Professional Administrators	577.80 / 642.00 / 535.00	SDF/SFC	VC		10-11		26-27			4-5			17-18	
	Advanced Skills for Administrative Professionals	642.00 / 706.20 / 599.20	SDF/SFC	VC		24-25			9-10			8-9			7-8
	Office Management Skills for Admin Professionals	385.20 / 438.70 / 342.40	N.A.	VC		15									
	Telephone Etiquette & Techniques on Handling Difficult Callers	363.80 / 417.30 / 321.00	SDF/SFC	VC		25			20		18			23	
	Finance for Non-Financial Professionals	674.10 / 738.30 / 631.30	SDF/SFC	VC			16-17				14-15			22-23	
Communication	Effective Email Writing	363.80 / 417.30 / 321.00	SDF/SFC	VC	11			7		15			4		
	Essential Writing Skills for the Workplace	620.60 / 684.80 / 577.80	N.A.	VC			10-11		16-17			22-23			8-9
	Effective Minutes Writing	385.20 / 438.70 / 342.40	SDF/SFC	VC			18			1				11	
	Grammar for Business Writing	363.80 / 417.30 / 321.00	SDF/SFC	VC		16			27		12			18	
	Effective Workplace Communication	363.80 / 417.30 / 321.00	SDF/SFC	VC		24				14			28		
	Writing in Response to Complaints & Feedback	395.90 / 449.40 / 353.10	SDF/SFC	VC			23				21			3	
	Proofreading & Editing for Executives & Managers	385.20 / 438.70 / 342.40	SDF/SFC	VC	26			27			25			10	
	Business Writing - Reports & Proposals	695.50 / 759.70 / 652.70	SDF/SFC	VC			29-30						19-20		

## TRAINING CALENDAR 2022

### In-House Customisation

- Convenience within your premises
  - Cost-saving
  - Targeted at your needs
  - 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 \$14 for a one-day course and up to \$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. 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 [MySkillsFuture](https://myskillsfuture.com.sg) to find out more.
3. You can now register for WSQ Leadership courses with us! Find out more about the grants that you are eligible for at <https://eontraining.com.sg/courses/training-grants/>. Please contact us for more details.

### Venue

**Note: Venue is currently set to VIRTUAL CLASSROOM until further notice.**

Information is correct at time of printing.