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Building Professional Capabilities

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TRAINING CALENDAR 2023

| | COURSE TITLE | Grants Available | EB / Normal / Members (Fees in S\$ excluding GST) | EB / Normal / Members (Fees in S\$ inclusive of 8% GST) | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--|--|---------------------------|--|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| HR Management | The Employment Act <i>(Redesigned outline)</i> | SDF/SFC | 540 / 600 / 500 | 583.20 / 648 / 540 | | 28-1 | | | 16-17 | | | 24-25 | | | 21-22 | |
| | Competency-Based Interview and Selection | MCES/ETSS/ Abs.Payroll | 640 | 691.20 | | 16-17 | | | 11-12 | | | 29-30 | | | 2-3 | |
| | Handling Employee Grievances and Discipline <i>(Redesigned outline)</i> | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | | | | 26 | | | | 26 | | 13 | | |
| Team & People Management | Conducting Performance Discussions Successfully | MCES/ETSS/ Abs.Payroll | 720 | 777.60 | | 23-24 | | | 25-26 | | 20-21 | | 27-28 | | | 30-1 |
| | Managing Employee Performance and Appraisal Successfully | SDF/SFC | 650 / 710 / 610 | 702.00 / 766.80 / 658.80 | 10-11 | | 8-9 | | | | | | | | | |
| | Setting KPIs & Goals for Effective Job Performance | SDF/SFC | 370 / 420 / 330 | 399.60 / 453.60 / 356.40 | | | 3 | | | | 12 | | | | 10 | |
| | Coaching for Performance - Develop Your People | SDF/SFC | 360 / 410 / 320 | 388.80 / 442.80 / 345.60 | | | | 13 | | | | 10 | | | | 5 |
| | Working with Different Personalities | SDF/SFC | 650 / 710 / 610 | 702.00 / 766.80 / 658.80 | | | 9-10 | | | 13-14 | | | 14-15 | | | 30-1 |
| | Conflict Resolution with a Win-win Outcome | N.A. | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | 12 | | | | | | | 6 | | | 27 | |
| Leadership | Essential Supervisory Skills | SDF/SFC | 360 / 410 / 320 | 388.80 / 442.80 / 345.60 | | 7 | | 27 | | | 5 | | | 20 | | |
| | Leading with Confidence | SDF/SFC | 650 / 710 / 610 | 702.00 / 766.80 / 658.80 | | 14-15 | | | 25-26 | | | | 21-22 | | | |
| | Essential Management Skills | SDF/SFC | 650 / 710 / 610 | 702.00 / 766.80 / 658.80 | | 23-24 | | | | 8-9 | | | | | | 14-15 |
| | Leaders of Tomorrow | SDF/SFC | 680 / 740 / 640 | 734.40 / 799.20 / 691.20 | | | 2-3 | | | | | | 7-8 | | | |
| | (SFw) Develop Team Leaders through Capability Development and Coaching | MCES/ETSS/ Abs.Payroll | 720 | 777.60 | | | | 4-5 | | | | | | | 7-8 | |
| | (SFw) Lead Team Leaders to Develop Business Strategies and Governance Management | MCES/ETSS/ Abs.Payroll | 720 | 777.60 | | | 29-30 | | | 21-22 | | | 5-6 | | | 13-14 |
| | Leading & Facilitating Change <i>(New)</i> | N.A. | 680 / 740 / 640 | 734.40 / 799.20 / 691.20 | | | 21-22 | | | | 13-14 | | | 26-27 | | |
| | Leading Across Culture <i>(New)</i> | N.A. | 370 / 420 / 330 | 399.60 / 453.60 / 356.40 | | | | 28 | | | | | 22 | | | |
| Professional Development | Time and Stress Management Skills <i>(Redesigned outline)</i> | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | 13 | | | 28 | | | 27 | | | 25 | | |
| | Problem Solving & Decision Making | SDF/SFC | 370 / 420 / 330 | 399.60 / 453.60 / 356.40 | | 24 | | 12 | | | | 31 | | | | 7 |
| | Develop Your Assertiveness | SDF/SFC | 370 / 420 / 330 | 399.60 / 453.60 / 356.40 | 13 | | | | 4 | | | 23 | | | 3 | |
| | Influence & Persuade with Impact | SDF/SFC | 390 / 440 / 350 | 421.20 / 475.20 / 378.00 | 11 | | | 4 | | | | 29 | | | | |
| | Professional & Effective Presentations <i>(Redesigned outline)</i> | SDF/SFC | 630 / 690 / 590 | 680.40 / 745.20 / 637.20 | | | 14-15 | | | 15-16 | | | 12-13 | | | |
| | Accelerating my Performance and Career | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | | 3 | | | | | | | | | | |
| Office Management / Finance | Essential Skills for Professional Administrators | SDF/SFC | 540 / 600 / 500 | 583.20 / 648.00 / 540.00 | | 16-17 | | | 9-10 | | | 17-18 | | | 28-29 | |
| | Advanced Skills for Administrative Professionals | SDF/SFC | 600 / 660 / 560 | 648.00 / 712.80 / 604.80 | | | 16-17 | | | 22-23 | | | 19-20 | | | 6-7 |
| | Office Management Skills for Admin Professionals | SDF/SFC | 360 / 410 / 320 | 388.80 / 442.80 / 345.60 | | 22 | | 14 | | | 5 | | | 10 | | |
| | Finance for Non-Financial Professionals | SDF/SFC | 630 / 690 / 590 | 680.40 / 745.20 / 637.20 | | | 23-24 | 12-13 | | | 18-19 | | | 17-18 | | |
| | Strategic Budgeting for Executives & Managers | N.A. | 630 / 690 / 590 | 680.40 / 745.20 / 637.20 | 4-5 | | | | 3-4 | | | | | 12-13 | | |
| Communication / Customer Service | Effective Email Writing | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | 6 | | | 18 | | | 25 | | | 6 | | |
| | Essential Writing Skills for the Workplace | N.A. | 580 / 640 / 540 | 626.40 / 691.20 / 583.20 | | | 16-17 | | 4-5 | | | 3-4 | | | 16-17 | |
| | Effective Minutes Writing | SDF/SFC | 360 / 410 / 320 | 388.80 / 442.80 / 345.60 | | | 1 | | | 14 | | | 6 | | | 8 |
| | Grammar for Business Writing | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | | 8 | | | 23 | | | 30 | | | 2 | |
| | Effective Workplace Communication | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | | 10 | | | 31 | | | 1 | | | 29 | |
| | Writing in Response to Complaints & Feedback | SDF/SFC | 370 / 420 / 330 | 399.60 / 453.60 / 356.40 | | | 22 | | | | 6 | | | 12 | | |
| | Proofreading & Editing for Executives & Managers | SDF/SFC | 360 / 410 / 320 | 388.80 / 442.80 / 345.60 | | | 15 | | 18 | | | 16 | | | 9 | |
| | Business Writing - Reports & Proposals | SDF/SFC | 650 / 710 / 610 | 702.00 / 766.80 / 658.80 | | 8-9 | | | | 20-21 | | | 26-27 | | 22-23 | |
| Telephone Etiquette & Techniques on Handling Difficult Callers | SDF/SFC | 340 / 390 / 300 | 367.20 / 421.20 / 324.00 | | 28 | | | 19 | | | 15 | | | 24 | | |

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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

 Physical Classroom (Face-to-face)

 Virtual Classroom (Online)

Information is correct at time of printing.