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# TRAINING DIRECTORY

Elevate Your Potential:  
A Learning Journey Awaits!



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**2025**

## TRAINING CALENDAR 2025

### In-House Customisation

- Convenience & flexibility
- Cost-effectiveness
- Contextualisation to company's specific needs
- Team cohesion & consistency
- On-demand scheduling

### Further Savings on Training

1. Register for **WSQ courses** with us! Find out more about the **grants** that you are eligible for at [www.eontraining.com.sg/grants](http://www.eontraining.com.sg/grants). Please contact us for more details.
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 [www.skillsfuture.gov.sg](http://www.skillsfuture.gov.sg) to find out more.

### Grants Legend

- Mid-Career Enhanced Subsidy (MCES)
- Enhanced Training Support for SMEs (ETSS)
- Absentee Payroll (AP)
- Union Training Assistance Programme (UTAP)

Information is correct at time of printing.

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					2025											
	COURSE TITLE	Grants Available	EB / Normal / Members (Fees in S\$ excl. GST )	EB / Normal / Members (Fees in S\$ incl. of 9% GST )	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	UTAP	570 / 600 / 540	621.30 / 654.00 / 588.60		13 & 14			15 & 16			19 & 20			11 & 12	
	(WSQ) Competency-Based Interview and Selection	MCES/ETSS/AP	640	697.60			6 & 7			10 & 11			11 & 12			2 & 3
	Handling Employee Grievances and Discipline	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70				16				3			8	
Team & People Management	(WSQ) Conducting Performance Discussions Successfully (Appraiser)	MCES/ETSS/AP	720	784.80		18 & 19			21 & 22			20 & 21			18 & 19	
	Setting KPIs & Goals for Effective Job Performance	UTAP	390 / 420 / 360	425.10 / 457.80 / 392.40				8			15			9		
	Coaching for Performance - Develop Your People	UTAP	380 / 410 / 350	414.20 / 446.90 / 381.50			6			18			16			9
	Working with Different Personalities	UTAP	680 / 710 / 650	741.20 / 773.90 / 708.50		25 & 26			27 & 28			26 & 27			6 & 7	
Leadership	Essential Supervisory Skills	UTAP	380 / 410 / 350	414.20 / 446.90 / 381.50	14			15			16			14		
	Essential Management Skills	UTAP	680 / 710 / 650	741.20 / 773.90 / 708.50			18 & 19			24 & 25			25 & 26			11 & 12
	(WSQ)(SFw) Develop Team Leaders through Capability Development and Coaching	MCES/ETSS/AP	720	784.80					20 & 21			14 & 15			12 & 13	
	(WSQ)(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	MCES/ETSS/AP	720	784.80	9 & 10					4 & 5				2 & 3		18 & 19
	Leading & Facilitating Change	N.A.	710 / 740 / 680	773.90 / 806.60 / 741.20			13 & 14			19 & 20				23 & 24		4 & 5
	Leading Across Culture	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40			7									
	Lead with Questions	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40	17			24				4			3	
	Facilitate to Engage	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40		28										
Professional Development	Time and Stress Management Skills	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70	9			23			24			8		
	Problem Solving & Decision Making	UTAP	390 / 420 / 360	425.10 / 457.80 / 392.40	16			11			11			2		
	Develop Your Assertiveness	UTAP	390 / 420 / 360	425.10 / 457.80 / 392.40			11			10			18			10
	(WSQ) Growing as a Professional – Managing Own Performance & Professional Development	MCES/ETSS/AP/UTAP	370	403.20					29			23		16		
	Influence & Persuade with Impact	UTAP	410 / 440 / 380	446.90 / 479.60 / 414.20	8			22			10			7		
	Professional & Effective Presentations	UTAP	660 / 690 / 630	719.40 / 752.10 / 686.70			5 & 6			24 & 25			18 & 19			9 & 10
Office Management / Finance	Essential Skills for Professional Administrators	UTAP	570 / 600 / 540	621.30 / 654.00 / 588.60		18 & 19			8 & 9			26 & 27			4 & 5	
	Advanced Skills for Administrative Professionals	UTAP	630 / 660 / 600	686.70 / 719.40 / 654.00			13 & 14			17 & 18			9 & 10			16 & 17
	(WSQ) Office Management Skills for Admin Professionals	MCES/ETSS/AP/UTAP	360	392.40	17	27		25	29		8	13		9	25	
	Finance for Non-Financial Professionals	UTAP	660 / 690 / 630	719.40 / 752.10 / 686.70		19 & 20			22 & 23			21 & 22			20 & 21	
Communication / Customer Service	Effective Email Writing	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70	14			3			9			15		
	Essential Writing Skills for the Workplace	N.A.	610 / 640 / 580	664.90 / 697.60 / 632.20		20 & 21			14 & 15			5 & 6			18 & 19	
	Effective Minutes Writing	UTAP	380 / 410 / 350	414.20 / 446.90 / 381.50			4			12			17			2
	Grammar for Business Writing	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70		28			30			29			28	
	Effective Workplace Communication	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70	10			17			22			28		
	Writing in Response to Complaints & Feedback	UTAP	390 / 420 / 360	425.10 / 457.80 / 392.40				11			18			10		
	Proofreading & Editing for Executives & Managers	UTAP	380 / 410 / 350	414.20 / 446.90 / 381.50			7			13			26			5
	Business Writing - Reports & Proposals	UTAP	680 / 710 / 650	741.20 / 773.90 / 708.50		26 & 27			7 & 8			12 & 13			26 & 27	
	Telephone Etiquette & Techniques on Handling Difficult Callers	UTAP	360 / 390 / 330	392.40 / 425.10 / 359.70			12			26			5			16
Mastering Customer Service Excellence	N.A.	370 / 400 / 340	403.30 / 436.00 / 370.60		12			6			28			14		