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# TRAINING DIRECTORY

Elevate Your Potential:  
A Learning Journey Awaits!



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03062025

2025

		Contact us or visit our website for more info.					2025						
	COURSE TITLE	SSG's Grant	UTAP	PSEA	EB / Normal / Members (Fees in S\$ excl. GST )	EB / Normal / Members (Fees in S\$ incl. of 9% GST )	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	✓		✓	600	654			19 & 20			11 & 12	
	Competency-Based Interview and Selection	✓		✓	640	697.60	10 & 11			11 & 12			2 & 3
	Handling Employee Grievances and Discipline		✓		360 / 390 / 330	392.40 / 425.10 / 359.70		3			8		
Team & People Management	Conducting Performance Discussions Successfully	✓		✓	720	784.80			20 & 21	6 & 13		18 & 19	
	Setting KPIs & Goals for Effective Job Performance		✓		390 / 420 / 360	425.10 / 457.80 / 392.40		15			9		
	Coaching for Performance - Develop Your People		✓		380 / 410 / 350	414.20 / 446.90 / 381.50	18			16			9
	Working with Different Personalities		✓		680 / 710 / 650	741.20 / 773.90 / 708.50			26 & 27			6 & 7	
Leadership	Essential Supervisory Skills	✓		✓	410	446.90		16	30		14		
	Essential Management Skills		✓		680 / 710 / 650	741.20 / 773.90 / 708.50	24 & 25			25 & 26			11 & 12
	(SfW) Develop Team Leaders through Capability Development and Coaching	✓		✓	720	784.80			14 & 15			12 & 13	
	Leading Your Team Strategically: KPIs & Goals Setting	✓		✓	720	784.80	4 & 5			2 & 3			18 & 19
	Leading & Facilitating Change				710 / 740 / 680	773.90 / 806.60 / 741.20	19 & 20			23 & 24			4 & 5
	Leading Across Culture				390 / 420 / 360	425.10 / 457.80 / 392.40							
	Lead with Questions				390 / 420 / 360	425.10 / 457.80 / 392.40		4			3		
	Facilitate to Engage				390 / 420 / 360	425.10 / 457.80 / 392.40							
Professional Development	Time and Stress Management Skills		✓		360 / 390 / 330	392.40 / 425.10 / 359.70		24			8		
	Problem Solving & Decision Making		✓		390 / 420 / 360	425.10 / 457.80 / 392.40		11			2		
	Develop Your Assertiveness		✓		390 / 420 / 360	425.10 / 457.80 / 392.40	10			18			10
	Growing as a Professional – Managing Own Performance & Professional Development	✓	✓	✓	370	403.20		23			16		
	Influence & Persuade with Impact		✓		410 / 440 / 380	446.90 / 479.60 / 414.20		10			7		
	Professional & Effective Presentations		✓		660 / 690 / 630	719.40 / 752.10 / 686.70	24 & 25			18 & 19			9 & 10
Office Management / Finance	Essential Skills for Professional Administrators		✓		570 / 600 / 540	621.30 / 654.00 / 588.60			26 & 27			4 & 5	
	Advanced Skills for Administrative Professionals		✓		630 / 660 / 600	686.70 / 719.40 / 654.00	17 & 18						
	Advanced Skills for Administrative Professionals (WSQ)	✓		✓	380	414.20				9			17
	Office Management Skills for Admin Professionals	✓	✓	✓	360	392.40		5 / 8	13		9	25	
	Finance for Non-Financial Professionals		✓		660 / 690 / 630	719.40 / 752.10 / 686.70			21 & 22			20 & 21	
Communication / Customer Service	Effective Email Writing with Generative AI	✓	✓	✓	370	403.30		9 / 12			15		
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20			5 & 6			18 & 19	
	Effective Minutes Writing		✓		380 / 410 / 350	414.20 / 446.90 / 381.50	3			17			2
	Grammar and ChatGPT for Effective Business Writing				360 / 390 / 330	392.40 / 425.10 / 359.70			29			28	
	Effective Workplace Communication		✓		360 / 390 / 330	392.40 / 425.10 / 359.70		22			28		
	Writing in Response to Complaints and Feedback		✓		390 / 420 / 360	425.10 / 457.80 / 392.40		18			10		
	Proofreading & Editing Techniques with ChatGPT for Executives & Managers				380 / 410 / 350	414.20 / 446.90 / 381.50	13			26			5
	Business Writing - Reports & Proposals		✓		680 / 710 / 650	741.20 / 773.90 / 708.50			12 & 13			26 & 27	
	Telephone Etiquette & Techniques on Handling Difficult Callers		✓		360 / 390 / 330	392.40 / 425.10 / 359.70	26			5			16
	Mastering Customer Service Excellence				370 / 400 / 340	403.30 / 436.00 / 370.60			28			14	

TRAINING

CALENDAR

2025-26

In-House Customisation

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

Further Savings on Training

- 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.
- 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.

Legend

- SkillsFuture Singapore (SSG) Grant
- Union Training Assistance Programme (UTAP)
- Post-Secondary Education Account (PSEA)

Information is correct at time of printing.