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# TRAINING DIRECTORY

Elevate Your Potential:  
A Learning Journey Awaits!



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14042025

# 2025

Contact us or visit our website for more info.

2025



Building Professional Capabilities

# 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.

## Legend

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

Information is correct at time of printing.

14042025

	COURSE TITLE	Contact us or visit our website for more info.			EB / Normal / Members (Fees in S\$ excl. GST )	EB / Normal / Members (Fees in S\$ incl. of 9% GST )	2025									
		SSG's Grant	UTAP	PSEA			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
HR Management	The Employment Act		○		570 / 600 / 540	621.30 / 654.00 / 588.60		15 & 16				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	16				3			8		
Team & People Management	Conducting Performance Discussions Successfully	○		○	720	784.80		21 & 22				20 & 21			18 & 19	
	Setting KPIs & Goals for Effective Job Performance		○		390 / 420 / 360	425.10 / 457.80 / 392.40	8				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		27 & 28				26 & 27			6 & 7	
Leadership	Essential Supervisory Skills	○		○	410	446.90	15				16			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		20 & 21				14 & 15			12 & 13	
	(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	○		○	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	24				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	23				24			8		
	Problem Solving & Decision Making		○		390 / 420 / 360	425.10 / 457.80 / 392.40	11				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	29				23			16		
	Influence & Persuade with Impact		○		410 / 440 / 380	446.90 / 479.60 / 414.20	22				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		8 & 9				26 & 27			4 & 5	
	Advanced Skills for Administrative Professionals	○		○	380	414.20			17			10				17
	Office Management Skills for Admin Professionals	○	○	○	360	392.40	25	29		5 / 8	13		9	25		
	Finance for Non-Financial Professionals		○		660 / 690 / 630	719.40 / 752.10 / 686.70		22 & 23				21 & 22			20 & 21	
Communication / Customer Service	Effective Email Writing with Generative AI	○	○	○	370	403.30	3				9 / 12			15		
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20		14 & 15				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		30				29			28	
	Effective Workplace Communication		○		360 / 390 / 330	392.40 / 425.10 / 359.70	17				22			28		
	Writing in Response to Complaints and Feedback		○		390 / 420 / 360	425.10 / 457.80 / 392.40	29				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		7 & 8				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		6				28			14		