

**REGISTER TODAY!**

**Public Courses**



[eontraining.com.sg/public](https://eontraining.com.sg/public)

**In-House Courses**



[eontraining.com.sg/inhouse](https://eontraining.com.sg/inhouse)

**TRAINING GRANTS**



[eontraining.com.sg/grants](https://eontraining.com.sg/grants)



# TRAINING DIRECTORY

Elevate Your Potential:  
A Learning Journey Awaits!



[eontraining.com.sg](https://eontraining.com.sg)

**EON Consulting & Training Pte. Ltd.**  
133 New Bridge Road #13-09 Chinatown Point Singapore 059413  
T: (65) 6220 4008 | F: (65) 6222 4369 | E: [enquiries@eon.com.sg](mailto:enquiries@eon.com.sg) | W: +65 88952256  
UEN No.: 201301501N | GST Registration No.: 201301501N

W: [www.eontraining.com.sg](http://www.eontraining.com.sg) | [www.eonconsulting.com.sg](http://www.eonconsulting.com.sg)



05022025

# 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.

### Legend

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

Information is correct at time of printing.

		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)	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act		○		570 / 600 / 540	621.30 / 654.00 / 588.60	13 & 14			15 & 16			19 & 20			11 & 12	
	Competency-Based Interview and Selection	○		○	640	697.60		6 & 7			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	18 & 19			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		6			18			16			9
	Working with Different Personalities		○		680 / 710 / 650	741.20 / 773.90 / 708.50	25 & 26			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		18 & 19			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		13 & 14			19 & 20			23 & 24			4 & 5
	Leading Across Culture				390 / 420 / 360	425.10 / 457.80 / 392.40		7									
	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	28										
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		11			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		5 & 6			24 & 25			18 & 19			9 & 10
Office Management / Finance	Essential Skills for Professional Administrators		○		570 / 600 / 540	621.30 / 654.00 / 588.60	18 & 19			8 & 9			26 & 27			4 & 5	
	Advanced Skills for Administrative Professionals		○		630 / 660 / 600	686.70 / 719.40 / 654.00		13 & 14			17 & 18			9 & 10			16 & 17
	Office Management Skills for Admin Professionals	○	○	○	360	392.40	27		25	29		8	13		9	25	
	Finance for Non-Financial Professionals		○		660 / 690 / 630	719.40 / 752.10 / 686.70	19 & 20			22 & 23			21 & 22			20 & 21	
Communication / Customer Service	Effective Email Writing with Generative AI	○		○	370	403.30			3			9			15		
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20	20 & 21			14 & 15			5 & 6			18 & 19	
	Effective Minutes Writing		○		380 / 410 / 350	414.20 / 446.90 / 381.50		4			12			17			2
	Grammar for 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 & Feedback		○		390 / 420 / 360	425.10 / 457.80 / 392.40			29			18			10		
	Proofreading & Editing for Executives & Managers		○		380 / 410 / 350	414.20 / 446.90 / 381.50		5			13			26			5
	Business Writing - Reports & Proposals		○		680 / 710 / 650	741.20 / 773.90 / 708.50	26 & 27			7 & 8			12 & 13			26 & 27	
	Telephone Etiquette & Techniques on Handling Difficult Callers		○		360 / 390 / 330	392.40 / 425.10 / 359.70		12			26			5			16
Mastering Customer Service Excellence				370 / 400 / 340	403.30 / 436.00 / 370.60	12			6			28			14		