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|----------------------------------|---|--|------|------|---|---|---------|--------|---------|---------|-----|---------|---------|
| | 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 |
| | Developing & Coaching Teams for High Performance | ✓ | | ✓ | 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 | ✓ | | ✓ | 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

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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. 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 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.