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TRAINING DIRECTORY

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		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)	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	✓	✓	✓	600	654	19 & 20			11 & 12	
	Competency-Based Interview and Selection	✓		✓	640	697.60		11 & 12			2 & 3
	Handling Employee Grievances and Discipline		✓		360 / 390 / 330	392.40 / 425.10 / 359.70			8		
Team & People Management	Conducting Performance Discussions Successfully	✓		✓	720	784.80	20 & 21			18 & 19	
	Setting KPIs & Goals for Effective Job Performance		✓		390 / 420 / 360	425.10 / 457.80 / 392.40			9		
	Coaching for Performance - Develop Your People		✓		380 / 410 / 350	414.20 / 446.90 / 381.50		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			14		
	Essential Management Skills		✓		680 / 710 / 650	741.20 / 773.90 / 708.50		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		2 & 3			18 & 19
	Leading & Facilitating Change				710 / 740 / 680	773.90 / 806.60 / 741.20		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			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			8		
	Problem Solving & Decision Making		✓		390 / 420 / 360	425.10 / 457.80 / 392.40			2		
	Develop Your Assertiveness		✓		390 / 420 / 360	425.10 / 457.80 / 392.40		18			10
	Growing as a Professional – Managing Own Performance & Professional Development	✓	✓	✓	370	403.20			16		
	Influence & Persuade with Impact		✓		410 / 440 / 380	446.90 / 479.60 / 414.20			7		
	Professional & Effective Presentations		✓		660 / 690 / 630	719.40 / 752.10 / 686.70		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	13		9	25	
	Finance for Non-Financial Professionals		✓		660 / 690 / 630	719.40 / 752.10 / 686.70	21 & 22			13 & 14	
Communication / Customer Service	Effective Email Writing with Generative AI	✓	✓	✓	370	403.30			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		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			28		
	Writing in Response to Complaints and Feedback		✓		390 / 420 / 360	425.10 / 457.80 / 392.40			10		
	Proofreading & Editing Techniques with ChatGPT for Executives & Managers				380 / 410 / 350	414.20 / 446.90 / 381.50		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		5			16
	Mastering Customer Service Excellence				370 / 400 / 340	403.30 / 436.00 / 370.60	28			14	

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

- 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.