



TRAINING DIRECTORY

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2026

TRAINING CALENDAR 2026

	COURSE TITLE	Contact us or visit our website for more info.			Fees stated are valid until end of 2026 Q1		2026									
		SSG's Grant	UTAP	PSEA	EB / Normal / Members (Fees in S\$ excl. GST)	EB / Normal / Members (Fees in S\$ incl. of 9% GST)	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	✓	✓	✓	600	654			12 & 13			18 & 19			19 & 20	
	Competency-Based Interview and Selection	✓		✓	640	697.60	12 & 13			9 & 10		8 & 9				1 & 2
	Enhancing Learning and Talent Development with Generative AI	✓	✓	✓	420	457.80	26		23			2				11
	Handling Employee Grievances and Discipline in a Fair Workplace		✓		360 / 390 / 330	392.40 / 425.10 / 359.70		15			8			6		
Team & People Management	Conducting Performance Discussions Successfully	✓		✓	720	784.80			14 & 15			4 & 5			3 & 4	
	Leading Work and Process Improvement for Team Productivity	✓		✓	380	414.20	6			4		4				3
	Setting KPIs & Goals for Effective Job Performance			✓	390 / 420 / 360	425.10 / 457.80 / 392.40					22				4	
	Coaching for Performance - Develop Your People			✓	380 / 410 / 350	414.20 / 446.90 / 381.50	11		15					9		4
	Working with Different Personalities			✓	680 / 710 / 650	741.20 / 773.90 / 708.50			19 & 20			26 & 27			12 & 13	
Leadership	Essential Supervisory Skills	✓	✓	✓	410	446.90		7			2			6		
	Essential Management Skills			✓	680 / 710 / 650	741.20 / 773.90 / 708.50	10 & 11			24 & 25			1 & 2			8 & 9
	Developing & Coaching Teams for High Performance	✓		✓	720	784.80			12 & 13			13 & 14			17 & 18	
	Leading Your Team Strategically: KPIs & Goals Setting	✓	✓	✓	720	784.80	24 & 25			17 & 18			15 & 16			17 & 18
	Connected Leadership: Driving Results Through Human Connection				750 / 780 / 720	817.50 / 850.20 / 784.80	24 & 25			9 & 10			9 & 10			15 & 16
Professional Development	ESG-Driven Leadership: Growth & Compliance in Singapore				750 / 780 / 720	817.50 / 850.20 / 784.80		21 & 22						29 & 30		
	Time and Stress Management Skills			✓	360 / 390 / 330	392.40 / 425.10 / 359.70					10				3	
	Smart Decision Making and Critical Thinking with AI				390 / 420 / 360	425.10 / 457.80 / 392.40	18			19			3			16
	Clarity & Confidence: Assertiveness for Today's Professionals				390 / 420 / 360	425.10 / 457.80 / 392.40	5			5				20		10
	Performance Mastery for Career Success				360 / 390 / 330	392.40 / 425.10 / 359.70			28		28			27		
	Business Presentation Skills with Generative AI	✓	✓		690	752.10		16 & 17			14 & 15			15 & 16		
	Structured Prompting for Business Impact				450 / 480 / 420	490.50 / 523.20 / 457.80			6			5			25	
Office Management	Essential Skills for Professional Administrators			✓	570 / 600 / 540	621.30 / 654.00 / 588.60			21 & 22		20 & 21			22 & 23		
	Advanced Skills for Administrative Professionals	✓	✓	✓	380	414.20			7		29		29		20	
	Office Management Skills for Admin Professionals	✓	✓	✓	360	392.40			14		9				19	
	Smart HR: Leveraging Generative AI for Admin Tasks				450 / 480 / 420	493.20 / 523.20 / 463.20	3			4			18			9
	AI Productivity Tools for Admin Professionals	✓	✓		370	403.30			21		24					
Communication / Customer Service	Effective Email Writing with Generative AI	✓	✓	✓	370	403.30		14			7			14		
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20				19 & 20		18 & 19			17 & 18	
	Effective Minutes Writing			✓	380 / 410 / 350	414.20 / 446.90 / 381.50	4			17			17			
	Grammar and ChatGPT for Effective Business Writing				360 / 390 / 330	392.40 / 425.10 / 359.70				8				7		
	Effective Workplace Communication			✓	360 / 390 / 330	392.40 / 425.10 / 359.70			23			25				1
	Telephone Etiquette & Techniques on Handling Difficult Callers			✓	360 / 390 / 330	392.40 / 425.10 / 359.70			28				18			
	Service by Design: Creative Thinking for Customer Satisfaction				370 / 400 / 340	403.30 / 436 / 370.60					15			1		

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. 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 to find out more.

Legend

- SkillsFuture Singapore (SSG) Grant
- Union Training Assistance Programme (UTAP)