



# TRAINING DIRECTORY

Unlock Your Potential:  
Become the Success You Envision

## Public Courses



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## In-House Courses



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## Training Grants



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22042026

# 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)	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			9 & 10		8 & 9			1 & 2		
	Enhancing Learning and Talent Development with Generative AI	✓	✓	✓	420	457.80			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			4		4			3		
	Setting KPIs & Goals for Effective Job Performance		✓		420 / 450 / 390	457.80 / 490.50 / 425.10				22				4		
	Performance Driven Team Alignment Through LEGO® Serious Play				420 / 450 / 390	457.80 / 490.50 / 425.10		22			28					
	Coaching for Performance - Develop Your People		✓		420 / 450 / 390	457.80 / 490.50 / 425.10		15					9		4	
	Working with Different Personalities		✓		720 / 750 / 690	784.80 / 817.50 / 752.10		19 & 20			26 & 27			12 & 13		
Leadership	Essential Supervisory Skills	✓	✓	✓	410	446.90	7			2			6			
	Essential Management Skills		✓		720 / 750 / 690	784.80 / 817.50 / 752.10			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			17 & 18			15 & 16			17 & 18	
	Connected Leadership: Driving Results Through Human Connection				750 / 780 / 720	817.50 / 850.20 / 784.80			9 & 10							
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				420 / 450 / 390	457.80 / 490.50 / 425.10			19		3			16		
	Clarity & Confidence: Assertiveness for Today's Professionals				420 / 450 / 390	457.80 / 490.50 / 425.10			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		
	Practical AI at Work				450 / 480 / 420	493.20 / 523.20 / 463.20				3				13		
Mastering Presentations: Blending Human Touch with AI Tools				420 / 450 / 390	457.80 / 490.50 / 425.10			12			23					
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			4			18		9		
	AI Productivity Tools for Admin Professionals	✓	✓		370	403.30	21			24			29			
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		✓		420 / 450 / 390	457.80 / 490.50 / 425.10			17			17				
	Grammar and ChatGPT for Effective Business Writing				420 / 450 / 390	457.80 / 490.50 / 425.10		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				

### 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)