



TRAINING DIRECTORY

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2026

TRAINING CALENDAR 2026

		Contact us or visit our website for more info.			Fees stated are valid until end of 2026 Q1		2026				2027		
	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)	SEP	OCT	NOV	DEC	JAN	FEB	MAR
HR Management	The Employment Act	✓	✓	✓	600	654			19 & 20		28 & 29		
	Competency-Based Interview and Selection	✓		✓	640	697.60	8 & 9			1 & 2			17 & 18
	Enhancing Learning and Talent Development with Generative AI	✓	✓	✓	420	457.80	2			11			
	Handling Employee Grievances and Discipline in a Fair Workplace		✓		360 / 390 / 330	392.40 / 425.10 / 359.70		6				19	
Team & People Management	Conducting Performance Discussions Successfully	✓		✓	720	784.80			3 & 4				3 & 4
	Leading Work and Process Improvement for Team Productivity	✓		✓	380	414.20							
	Setting KPIs & Goals for Effective Job Performance		✓		420 / 450 / 390	457.80 / 490.50 / 425.10			4				
	Coaching for Performance - Develop Your People		✓		420 / 450 / 390	457.80 / 490.50 / 425.10		9		4		16	
	Working with Different Personalities		✓		720 / 750 / 690	784.80 / 817.50 / 752.10			12 & 13			25 & 26	
Leadership	Essential Supervisory Skills	✓	✓	✓	410	446.90		6	20		20		
	Essential Management Skills		✓		720 / 750 / 690	784.80 / 817.50 / 752.10	1 & 2			8 & 9			
	Facilitative Leadership: Techniques to Engage, Empower and Influence Teams	✓	✓		410	446.90			24		25		
	Developing & Coaching Teams for High Performance	✓		✓	720	784.80			17 & 18		17 & 18		
	Leading Your Team Strategically: KPIs & Goals Setting	✓	✓	✓	720	784.80	15 & 16			17 & 18			16 & 17
Professional Development	Time and Stress Management Skills		✓		360 / 390 / 330	392.40 / 425.10 / 359.70			3		23		
	Clarity & Confidence: Assertiveness for Today's Professionals				420 / 450 / 390	457.80 / 490.50 / 425.10		20		10			29
	Business Presentation Skills with Generative AI	✓	✓		690	752.10		15 & 16			21 & 22		
	Structured Prompting for Business Impact				450 / 480 / 420	490.50 / 523.20 / 457.80			25		20		
	Practical AI at Work				450 / 480 / 420	493.20 / 523.20 / 463.20			13		14		
Office Management	Essential Skills for Professional Administrators		✓		570 / 600 / 540	621.30 / 654.00 / 588.60		22 & 23			7 & 8		
	Advanced Skills for Administrative Professionals	✓	✓	✓	380	414.20	29		20		24		
	Office Management Skills for Admin Professionals	✓	✓	✓	360	392.40			19		13		
	Smart HR: Leveraging Generative AI for Admin Tasks				450 / 480 / 420	493.20 / 523.20 / 463.20	18			9	24		
	AI Productivity Tools for Admin Professionals	✓	✓		370	403.30	10	27, 29		3	22		
Communication / Customer Service	Effective Email Writing with Generative AI	✓	✓	✓	370	403.30	10	14	24		12		4
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20			17 & 18		18 & 19		
	Effective Minutes Writing		✓		420 / 450 / 390	457.80 / 490.50 / 425.10	17				16		
	Grammar and ChatGPT for Effective Business Writing				420 / 450 / 390	457.80 / 490.50 / 425.10		7			29		
	Effective Workplace Communication		✓		360 / 390 / 330	392.40 / 425.10 / 359.70				1			4
	Telephone Etiquette & Techniques on Handling Difficult Callers		✓		360 / 390 / 330	392.40 / 425.10 / 359.70	18						5

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)