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2024

					2024											
	COURSE TITLE	Grants Available	EB / Normal / Members (Fees in S\$ excl. GST)	EB / Normal / Members (Fees in S\$ incl. of 9% GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	SDF/SFC	570 / 600 / 540	621.30 / 654.00 / 588.60		22-23			16-17			20-21			5-6	
	(WSQ) Competency-Based Interview and Selection	MCES/ETSS/ Abs.Payroll	640	697.6			7-8			4-5			12-13			3-4
	Handling Employee Grievances and Discipline	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70				17			5			22		
Team & People Management	(WSQ) Conducting Performance Discussions Successfully (Appraiser)	MCES/ETSS/ Abs.Payroll	720	784.80		1-2			16-17			14-15			19-20	
	Setting KPIs & Goals for Effective Job Performance	SDF/SFC	390 / 420 / 360	425.10 / 457.80 / 392.40			13				2				8	
	Coaching for Performance - Develop Your People	SDF/SFC	380 / 410 / 350	414.20 / 446.90 / 381.50			8			12			26			17
	Working with Different Personalities	SDF/SFC	680 / 710 / 650	741.20 / 773.90 / 708.50			14-15		14-15			22-23			7-8	
	Conflict Resolution with a Win-win Outcome	N.A.	360 / 390 / 330	392.40 / 425.10 / 359.70		28										
Leadership	Essential Supervisory Skills	SDF/SFC	380 / 410 / 350	414.20 / 446.90 / 381.50	12			30			10			3		
	Leading with Confidence	SDF/SFC	680 / 710 / 650	741.20 / 773.90 / 708.50												
	Essential Management Skills	SDF/SFC	680 / 710 / 650	741.20 / 773.90 / 708.50						11-12			24-25			3-4
	Leaders of Tomorrow	SDF/SFC	710 / 740 / 680	773.90 / 806.60 / 741.20			12-13									
	(WSQ)(SFw) Develop Team Leaders through Capability Development and Coaching	MCES/ETSS/ Abs.Payroll	720	784.80					7-8						13-14	
	(WSQ)(SFw) Lead Team Leaders to Develop Business Strategies and Governance Management	MCES/ETSS/ Abs.Payroll	720	784.80			19-20				25-26			17-18		
	Leading & Facilitating Change	N.A.	710 / 740 / 680	773.90 / 806.60 / 741.20			5-6			27-28			5-6			10-11
	Leading Across Culture	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40			19			7			20			12
	Lead with Questions	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40	18			23			30			4		
Professional Development	Facilitate to Engage ^(New)	N.A.	390 / 420 / 360	425.10 / 457.80 / 392.40		27			28		31				29	
	Time and Stress Management Skills	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70	9			25			4			25		
	Problem Solving & Decision Making	SDF/SFC	390 / 420 / 360	425.10 / 457.80 / 392.40		20		12			9			24		
	Develop Your Assertiveness	SDF/SFC	390 / 420 / 360	425.10 / 457.80 / 392.40			1			13			17			5
	(WSQ) Growing as a Professional – Managing Own Performance & Professional Development ^(New)	MCES/ETSS/ Abs.Payroll	370	403.2			26		3			1			27	
	Influence & Persuade with Impact	SDF/SFC	410 / 440 / 380	446.90 / 479.60 / 414.20				18			26			3		
	Professional & Effective Presentations	SDF/SFC	660 / 690 / 630	719.40 / 752.10 / 686.70	18-19					19-20			10-11			12-13
	Facilitating Productive and Engaging Meetings	N.A.	380 / 410 / 350	414.20 / 446.90 / 381.50			12									
Office Management / Finance	Essential Skills for Professional Administrators	SDF/SFC	570 / 600 / 540	621.30 / 654.00 / 588.60		20-21			7-8			13-14			14-15	
	Advanced Skills for Administrative Professionals	SDF/SFC	630 / 660 / 600	686.70 / 719.40 / 654.00			19-20			25-26			17-18			17-18
	(WSQ) Office Management Skills for Admin Professionals	MCES/ETSS/ Abs.Payroll	360	392.4	19			5, 17			17			15		
	Finance for Non-Financial Professionals	SDF/SFC	660 / 690 / 630	719.40 / 752.10 / 686.70	10-11			18-19			18-19			9-10		
Communication / Customer Service	Effective Email Writing	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70	11			19			23			11		
	Essential Writing Skills for the Workplace	N.A.	610 / 640 / 580	664.90 / 697.60 / 632.20		28-29			30-31			27-28			21-22	
	Effective Minutes Writing	SDF/SFC	380 / 410 / 350	414.20 / 446.90 / 381.50			6			7			20			6
	Grammar for Business Writing	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70		22			30			2			26	
	Effective Workplace Communication	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70		1		23			12			24		
	Writing in Response to Complaints & Feedback	SDF/SFC	390 / 420 / 360	425.10 / 457.80 / 392.40	16											
	Proofreading & Editing for Executives & Managers	SDF/SFC	380 / 410 / 350	414.20 / 446.90 / 381.50		21			31			20			12	
	Business Writing - Reports & Proposals	SDF/SFC	680 / 710 / 650	741.20 / 773.90 / 708.50			7-8									
	Telephone Etiquette & Techniques on Handling Difficult Callers	SDF/SFC	360 / 390 / 330	392.40 / 425.10 / 359.70		27				21			26			5
	Mastering Customer Service Excellence ^(New)	N.A.	370 / 400 / 340	403.30 / 436.00 / 370.60		23			29			16			13	

TRAINING

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2. 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.

3. 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.

Information is correct at time of printing.