

TRAINING CALENDAR

NOVEMBER 2020 – DECEMBER 2020

COMMUNICATION & PRESENTATION SKILLS			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Shine Your “True Colors”© through Good People Skills	\$620	10 Dec (Thu)	02 Nov (Mon)
Reports and Proposals Made Crystal Clear	\$580	05 Nov (Thu)	-
Delivering Constructive Feedback Effectively and Tactfully	\$600	06 Nov (Fri)	-
Public Relations Strategy 101: Building Blocks Of A Smart And Effective PR Communications Plan	\$600	06 Nov (Fri)	
Managing Difficult Customers Professionally	\$588	-	10 Nov (Tue)
Powerful E-mail Techniques	\$580	12 Nov (Thu)	-
Effective Presentation Skills: Engage Your Audience with NLP Strategies	\$580	17 Nov (Tue)	-
Storytelling for Managers and Leaders	\$600	17 Nov (Tue)	-
Technical Writing Masterclass: Take your Technical Writing to the Next level	\$988	18 & 19 Nov (Wed & Thu)	-
Virtual Presentation & Facilitation Skills to Engage Remote Teams Effectively	\$350	-	24 Nov (Tue)
Writing in Response to Complaints	\$580	24 Nov (Tue)	-
GENIE© Go-giver Negotiation Skills for an All-Win Result	\$588	25 Nov (Wed)	07 Dec (Mon)
The Secrets of Interpreting Body Language Masterclass	\$588	26 Nov (Thu)	-
Effective Business Grammar Skills	\$580	01 Dec (Tue)	27 Nov (Fri)

COMMUNICATION & PRESENTATION SKILLS

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Expert Tips on How to Write Meeting Minutes Quickly and Easily	\$580	-	30 Nov (Mon)
7- Step Method to Successful Business Writing: A Skill for Administrative Support Professionals	\$580	30 Nov (Mon)	-
Say It Right! Pronunciation and Voice Fluency	\$580	-	02 Dec (Wed)
6 Simple Steps in Handling Tough & Demanding Customers Over the Phone	\$600	04 Dec (Fri)	-
The Art of Persuasion in Writing: How to Influence People and Get What You Want	\$580	07 Dec (Mon)	-
Impromptu Speaking with Confidence, Conviction and Clarity	\$580	-	09 Dec (Wed)
Speak Better English: From "Singlish" to Standard English	\$580	10 Dec (Thu)	-
Hands-on Guide to Writing Effective Standard Operating Procedures (SOP)	\$600	-	11 Dec (Fri)
Thinking on Your Feet – How to Communicate and Respond Confidently Under Pressure	\$600	-	14 Dec (Mon)

DATA VIZUALISATION & BUSINESS INTELLIGENCE

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Introduction to Data Storytelling: Narratives from Data	\$680	-	18 Nov (Wed)
Infographics: Unlock the Power of Visual Storytelling to Engage and Captivate Your Audiences	\$1,100	-	19 & 20 Nov (Thu & Fri)
Data Visualisation Using Tableau For Intermediate Users	\$990	-	25 & 26 Nov (Wed & Thu)
Problem Solving with Data Analytics	\$990	25 & 26 Nov (Wed & Thu)	-

DATA VIZUALISATION & BUSINESS INTELLIGENCE			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Business Analytics Using Microsoft Power BI	\$990	18 Dec (Fri)	27 Nov (Fri)
Data Visualisation Using Tableau For Beginners	\$680	01 Dec (Tue)	17 Dec (Thu)
Introduction to Data Analysis: Mining Insights From Data	\$680	-	02 Dec (Wed)
Introduction to Data Visualisation & Storytelling	\$990	09 & 10 Dec (Wed & Thu)	-
Introduction to Data Visualisation: Presenting Insights From Data	\$680	-	11 Dec (Fri)

DIGITAL FORENSICS & COUNTER TERRORISM			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Professional Certificate in Counter Terrorism & Current Threats	\$750	-	7 & 8 Nov (Sat & Sun)
Professional Certificate in Mobile Device Forensics	\$750	7 & 8 Nov (Sat & Sun)	-
Professional Certificate in Security & Loss Prevention	\$750	-	12 & 13 Dec (Sat & Sun)
Professional Certificate in Cyber Security and Intelligence	\$750	19 & 20 Dec (Sat & Sun)	-

DIGITAL MARKETING & TRANSFORMATION			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Workforce Transformation 4.0	\$680	04 Nov (Wed)	16 Dec (Wed)

DIGITAL MARKETING & TRANSFORMATION			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Professional Certification in Google Ads (Display & Search)	\$990	04 & 05 Nov (Wed & Thu)	-
Professional Certification in Google Analytics	\$990	05 & 06 Nov (Thu & Fri)	-
Professional Certification in Social Media Marketing	\$990	05 & 06 Nov (Thu & Fri)	-
Professional Certification in Digital Storytelling	\$990	06 & 09 Nov (Fri & Mon)	-
Digital Business Strategy	\$680	-	09 Nov (Mon)
Fundamentals of Cloud Computing and IoT	\$680	11 Nov (Wed)	14 Dec (Mon)
Professional Certification in Integrated Digital Marketing	\$990	12 & 13 Nov (Thu & Fri)	-
Introduction to YouTube Marketing	\$680	-	13 Nov (Fri)
Professional Certification in Content Marketing & Copywriting	\$990	16 & 17 Nov (Mon & Tue)	-
Professional Certification in Video Editing	\$990	26 & 27 Nov (Thu & Fri)	-
Blockchain For Business Application & Strategy	\$680	27 Nov (Fri)	02 Dec (Wed)
TikTok Marketing: How TikTok Changes The Way Brands Market on Social Media Platforms	\$680	27 Nov (Fri)	-
Professional Certification in Search Engine Optimisation (SEO)	\$990	03 & 04 Dec (Thu & Fri)	-
Facebook Marketing & Advertising	\$990	08 & 09 Dec (Tue & Wed)	-
Introduction to Digital Transformation	\$680	-	11 Dec (Fri)
Instagram Marketing & Advertising	\$680	16 Dec (Wed)	-



DIGITAL MARKETING & TRANSFORMATION

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Fundamentals of FinTech and Blockchain	\$680	17 Dec (Thu)	-

FINANCE, LEGAL, AND COMPLIANCE

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Anti-Money Laundering and Regulatory Compliance	\$700	12 Nov (Thu)	-
Employment Law in Singapore	\$1200	12 & 13 Nov (Thu & Fri)	-
2 Days Personal Data Protection Act in Singapore (Advanced Workshop)	\$1,200	19 & 20 Nov (Thu & Fri)	-
Color Accounting: Accounting For Non-Accounting Trained Executives And Professionals	\$850	9 Dec (Wed)	-

HUMAN CAPITAL MANAGEMENT & PSYCHOLOGY

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Riding the Wave of Change: Turning Crisis into Opportunities in Our Post Pandemic World	\$600	-	05 Nov (Thu)
Powerful, Painless and Proven Techniques to Deal with Difficult Colleagues and Stakeholders at Work	\$580	9 Nov (Mon)	21 Dec (Mon)
Effective Interview Processes to Hire the Right Candidates	\$600	-	10 Nov (Tue)
The Stress-Free Way to Deal with Negativity, Bad Attitude and Difficult People at Work	\$780	27 Nov (Fri)	-
Professional Certificate in Developmental Psychology	\$1,200	-	28 & 29 Nov (Sat & Sun)

HUMAN CAPITAL MANAGEMENT & PSYCHOLOGY

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Essential Managerial Skills and Competencies	\$600	-	2 Dec (Wed)
Developing, Implementing, and Using Winning KPIs and Performance Appraisal	\$988	-	3 & 4 Dec (Thu & Fri)
Workplace Conflict Resolution: Reducing and Resolving Workplace Conflict With Ease	\$588	11 Dec (Fri)	-
Effective Performance Management and Appraisal Training	\$588	11 Dec (Fri)	-
Essential EQ Tactics for Dealing with Challenging People	\$588	14 Dec (Mon)	-
Professional Certificate in Organizational Psychology	\$1,200	-	21 & 22 Dec (Mon & Tue)

LEADERSHIP, COACHING, AND STRATEGY

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Mindful Leadership: Transforming Self and Inspiring Others	\$680	3 Nov (Tue)	-
Leading Change With Innovation In A Post-Pandemic World	\$350	-	5 Nov (Thu)
Empowering Growth Mindset at Work	\$600	6 Nov (Fri)	-
Redefining Leadership Skills For A Digital Age	\$400	-	10 Nov (Tue)
Winning Without Warring: Advanced Sun Tzu's Art of War Strategy for Business Leaders 4.0	\$988	19 & 20 Nov (Thu & Fri)	-
Sun Tzu's Art of War for Success: The Complete Strategic and Leadership Insights for Business Leaders	\$988	1 & 2 Dec (Tue & Wed)	-
Managing Virtual Teams Effectively In A Digital Age	\$350	-	2 Dec (Wed)

LEADERSHIP, COACHING, AND STRATEGY

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
2-Day Positive Psychology Coaching and Mentoring Masterclass for Managers & Leaders	\$1200	-	7 & 8 Dec (Mon & Tue)
Overcoming Organizational System Blindness with Systems Thinking for Greater Productivity	\$680	17 Dec (Thu)	-

PERSONAL EFFECTIVENESS AND PROBLEM SOLVING

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Mastering Microsoft Office 2016: Tips and Tricks to Improve Your Productivity using Intermediate to Advanced Techniques	\$1280	2 & 3 Nov (Mon & Tue)	-
Delivering Constructive Feedback and Criticisms Effectively and Tactfully	\$600	6 Nov (Fri)	-
Design Thinking for Creative Problem Solving & Strategic Innovation Masterclass	\$680	6 Nov (Fri)	-
Applying Lean Thinking to Improve Productivity, Enhance Organizational Effectiveness and Achieve Higher Growth	\$600	-	9 Nov (Mon)
Emotional Intelligence: Different Strokes For Different Folks	\$588	9 Nov (Mon)	-
Stand Up for Yourself: Developing Assertiveness Skills	\$580	13 Nov (Fri)	-
Pivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate Workshop	\$600	16 Dec (Wed)	11 Nov (Wed)
1 Day Workplace Mindfulness and Well-being Workshop	\$600	13 Nov (Fri)	-
Essential Skills for Super Secretaries and Power Administrators	\$588	-	17 Nov (Tue)
Enhance Workplace Performance with Self-Hypnosis	\$588	17 Nov (Tue)	-
Microsoft Excel Power Query and Power Pivot for Beginners	\$680	18 Nov (Wed)	-

PERSONAL EFFECTIVENESS AND PROBLEM SOLVING			
COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Understand the Psychology Behind Defusing and Resolving Workplace Anger	\$588	18 Nov (Wed)	-
Mastering Microsoft Excel 2016: Basic to Intermediate Skills	\$680	-	20 Nov (Fri)
Mastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & Skills	\$680	23 Nov (Mon)	23 Dec (Wed)
Ikigai- Unlock the Ancient Japanese Secret to Help You Live a More Fulfilling and Purposeful Life	\$580	-	24 Nov (Tue)
Master the Art of Proactive Thinking and Taking Action at Work	\$588	25 Nov (Wed)	-
Applying Root Cause Analysis for Effective Problem Solving & Corrective Action	\$600	-	25 Nov (Wed)
Advanced Microsoft Excel 2016 Skills For Business Analysis and Reporting	\$1,280	1 & 2 Dec (Tue & Wed)	-
Think Better Analytically: Ways to Build Up Everyday Analytical Thinking	\$600	2 Dec (Wed)	-
Agile Thinking: Work Faster, Think Clearer and Improve Your Business Agility to Meet Customers Changing Demands	\$600	3 Dec (Thu)	-
Critical Thinking Skills: Think Creatively and Solve Problems Decisively	\$600	4 Dec (Fri)	-
Enhance Emotional Resilience at Work	\$588	7 Dec (Mon)	-
KAIZEN For Continuous Improvement And Boosting Efficiency	\$988	-	07 & 08 Dec (Mon & Tue)
A DMAIC Guide to Process Improvement Using Lean Six Sigma	\$600	-	9 Dec (Wed)
6 Great Habits of Highly Productive & Successful Executives	\$600	-	15 Dec (Tue)

DATA SCIENCE & SPECIAL TOPICS

COURSE TITLE	FEE (excl. GST)	FACE-TO-FACE	LIVE STREAM
Project Management Made Simple	\$600	-	23 Nov (Mon)
Investigative Interviewing & Non-Confrontational Interrogation Techniques for Professionals	\$1,200	03 & 04 Dec (Thu & Fri)	-
2-Day Deep Learning with TensorFlow	\$1200	-	5 & 6 Dec (Sat & Sun)
Introduction to Excel VBA for Beginners	\$1100	17 & 18 Dec (Thu & Fri)	-