



TRAINING DIRECTORY

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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)	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR Management	The Employment Act	✓	✓	✓	600	654			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		8			6		
Team & People Management	Conducting Performance Discussions Successfully	✓		✓	720	784.80			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			28				
	Coaching for Performance - Develop Your People		✓		420 / 450 / 390	457.80 / 490.50 / 425.10					9		4
	Working with Different Personalities		✓		720 / 750 / 690	784.80 / 817.50 / 752.10			26 & 27			12 & 13	
Leadership	Essential Supervisory Skills	✓	✓	✓	410	446.90		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			13 & 14			17 & 18	
	Leading Your Team Strategically: KPIs & Goals Setting	✓	✓	✓	720	784.80	17 & 18			15 & 16			17 & 18
Professional Development	ESG-Driven Leadership: Growth & Compliance in Singapore				750 / 780 / 720	817.50 / 850.20 / 784.80					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			27		
	Business Presentation Skills with Generative AI	✓	✓		690	752.10		14 & 15			15 & 16		
	Structured Prompting for Business Impact				450 / 480 / 420	490.50 / 523.20 / 457.80			5			25	
	Practical AI at Work				450 / 480 / 420	493.20 / 523.20 / 463.20		3				13	
Office Management	Mastering Presentations: Blending Human Touch with AI Tools				420 / 450 / 390	457.80 / 490.50 / 425.10	12			23			
	Essential Skills for Professional Administrators		✓		570 / 600 / 540	621.30 / 654.00 / 588.60			20 & 21		22 & 23		
	Advanced Skills for Administrative Professionals	✓	✓	✓	380	414.20		29		29		20	
	Office Management Skills for Admin Professionals	✓	✓	✓	360	392.40		9				19	
	Smart HR: Leveraging Generative AI for Admin Tasks				450 / 480 / 420	493.20 / 523.20 / 463.20	4			18			9
Communication / Customer Service	AI Productivity Tools for Admin Professionals	✓	✓		370	403.30		24			29		
	Effective Email Writing with Generative AI	✓	✓	✓	370	403.30		7			14		
	Essential Writing Skills for the Workplace				610 / 640 / 580	664.90 / 697.60 / 632.20			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					7		
	Effective Workplace Communication		✓		360 / 390 / 330	392.40 / 425.10 / 359.70			25				1
Telephone Etiquette & Techniques on Handling Difficult Callers		✓			360 / 390 / 330	392.40 / 425.10 / 359.70				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. 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)