

PROFESSIONAL DEVELOPMENT CENTRE

2020/2021 PROFESSIONAL SKILLS PUBLIC WORKSHOPS

WRITTEN COMMUNICATION	Fee (incl. GST)	Funding available	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Advanced Business Writing	\$954.44			21-22			6-7			16-17			1-2	
Better Emails	\$954.44	✓	27-28	28-29	25-26	27-28	27-28	28-29	26-27	26-27	14-15	28-29	25-26	29-30
Business Writing Essentials	\$954.44	✓	6-7	11-12	8-9	13-14	13-14	14-15	12-13	5-6	3-4	18-19	22-23	25-26
Copywriting that Sells	\$954.44					9-10		10-11					4-5	
Digital Content Writing	\$954.44					23-24				2-3				1-2
Editing Skills for Communication Professionals	\$954.44				4-5			17-18			7-8			4-5
Fine-tuning: Vetting Skills for Managers	\$954.44	✓			18-19			3-4		23-24				8-9
Grammar Foundations	\$954.44			14-15		2-3		7-8		12-13			8-9	
Minutes of Meetings	\$954.44	✓		21-22	29-30	20-21		21-22	22-23	9-10	17-18			1-2
Proofread to Perfection	\$668.75				10		19		28					10
Reports that Work	\$954.44	✓				23-24		24-25				25-26		18-19
Taking Your Grammar to the Next Level	\$954.44		13-14		22-23		20-21		19-20		10-11			11-12
Technical Writing	\$954.44	✓			1-2		24-25		1-2	19-20				15-16
Writing Customer-focused Emails	\$954.44	✓				6-7		7-8		2-3			18-19	
Writing Persuasive Proposals <small>UPDATED</small>	\$954.44		20-21			16-17			15-16					18-19
Writing for Social Media	\$954.44					6-7			5-6				22-23	
Writing Standard Operating Procedures	\$954.44			28-29			17-18		8-9				25-26	
INTERPERSONAL COMMUNICATION	Fee (incl. GST)	Funding available	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Advanced Presentation Skills <small>UPDATED</small>	\$1,122.43			4-5					8-9		17-18			22-23
Be More Assertive	\$668.75					22			21				3	
Effective Negotiation Skills	\$954.44	✓	16-17	14-15		9-10	3-4	10-11	12-13	16-17	7-8			25-26
Effective Public Speaking	\$1,122.43			18-19		13-14	27-28		15-16	23-24			1-2	25-26
Facilitation Skills <small>NEW!</small>	\$954.44			11-12		27-28		14-15		19-20				11-12
Handling Difficult Colleagues and Customers	\$954.44	✓		4-5	22-23	16-17		17-18	29-30	26-27	14-15			1-2
Interpersonal Communication Skills	\$954.44	✓	20-21	21-22	15-16	20-21	17-18	21-22	19-20	9-10	10-11	21-22	22-23	
Interpersonal Communication Skills with DISC <small>NEW!</small>	\$1,671.34					1-3		2-4		25-27				3-5
Networking and Relationship-building	\$668.75				10			9					17	
Positive Influencing Skills	\$954.44	✓	27-28		4-5	2-3	13-14	7-8	1-2	5-6	3-4			8-9
Say it Clearly!	\$954.44			11-12			6-7		26-27			28-29		
Strategic Business Storytelling	\$954.44				11-12		24-25			2-3	21-22			11-12
Success with Presentations	\$1,671.34	✓	27-29		3-5		3-5	23-25		9-11			22-24	29-31
Train the Trainer: Essential Skills	\$1,671.34	✓				6-8		7-9		4-6			3-5	
Working with EQ <small>SEI EMOTIONAL INTELLIGENCE ASSESSMENT</small>	\$1,229.43				8-9			10-11	26-27		21-22			15-16
LEADERSHIP COMMUNICATION	Fee (incl. GST)	Funding available	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Coaching, Counselling and Mentoring	\$954.44	✓	13-14	14-15		13-14	17-18	21-22	26-27	23-24				1-2
Coaching Skills for Managers	\$954.44				4-5		20-21		22-23			25-26		29-30
Creating Executive Presence	\$1,122.43		16-17				13-14			12-13			25-26	
Essential Skills for Managers	\$1,671.34	✓		18-20		20-22	24-26		5-7	18-20			22-24	
Having Difficult Conversations	\$954.44				25-26			28-29			3-4			22-23
Leading with EQ <small>SEI EMOTIONAL INTELLIGENCE ASSESSMENT</small>	\$1,229.43	✓	23-24				6-7		1-2		7-8			25-26
Learning to Lead	\$1,229.43			11-12			3-4			9-10				29-30
Managing People in Projects <small>UPDATED</small>	\$954.44	✓		4-5		9-10		14-15		2-3	10-11			4-5
Mentoring Skills for Managers	\$668.75				24			2		18			24	
PERSONAL PERFORMANCE	Fee (incl. GST)	Funding available	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Manage your Time and your Stress <small>UPDATED</small>	\$668.75			6		15	26		14	25		27		17
Mind Mapping Essentials <small>RELATIVITY</small>	\$741.51			20			19		28				3	
Problem Solving and Decision Making	\$954.44				8-9		20-21		15-16	12-13			4-5	22-23

Funding guaranteed until December 2020

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Includes Team Management Profile

Includes DISC Personal Assessment

Includes SEI Assessment

Buzan Asia Approved

Workshops

www.britishcouncil.sg/pdc/workshops

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