

# 2019 Corporate Training Public Workshops

DIGITAL READINESS	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Living with Emerging Technologies <b>NEW!</b>	\$954.44						27-28			23-24			5-6
LEADERSHIP AND MANAGEMENT	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Team Leader	\$741.51		20				12		14			20	11
Authentic Leadership <b>NEW!</b>	\$741.51									4		6	
Coaching, Counselling and Mentoring <b>Uae2i</b>	\$954.44		11-12	18-19		9-10	10-11	18-19	19-20	16-17	14-15	11-12	5-6
Coaching Skills for Managers	\$954.44		25-26				6-7		26-27			7-8	
Compassionate Leadership <b>roffeypark</b>	\$741.51								21				11
Creating Executive Presence <b>6</b>	\$1,122.43			7-8				1-2			7-8		2-3
Effective Mentoring	\$668.75		13				26		13	11	31		4
Essential Skills for Managers <b>UPDATED</b> <b>Uae2i</b>	\$1,671.34			4-6		29-31		3-5		2-4	21-23	27-29	
Having Difficult Conversations <b>NEW!</b>	\$954.44			4-5		16-17		1-2		16-17		28-29	
Leading Effective Change	\$954.44							25-26		26-27			
Leading with EQ <b>6</b> <b>SEI</b> <b>EMOTIONAL INTELLIGENCE ASSESSMENT</b>	\$1,229.43			11-12		23-24			15-16			7-8	
Learning to Lead <b>UPDATED</b>	\$1,229.43			14-15				29-30			7-8		
Project Management Essentials <b>Uae2i</b>	\$954.44			28-29			13-14		13-14		7-8		2-3
Stakeholder Engagement	\$954.44			28-29		16-17				26-27		25-26	
DIVERSITY AND INCLUSION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Unconscious Bias	\$668.75											13	
WRITTEN COMMUNICATION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Business Writing	\$954.44		7-8			2-3			1-2		24-25		
Better Emails <b>UPDATED</b> <b>SDF</b> ✓	\$954.44		11-12	14-15	8-9	6-7	6-7	15-16	15-16	23-24	17-18	14-15	12-13
Business Writing Essentials <b>SDF</b> ✓	\$954.44		27-28	25-26	25-26	27-28	24-25	25-26	22-23	19-20	21-22	18-19	9-10
Copywriting Essentials <b>UPDATED</b> <b>SDF</b> ✓	\$954.44			11-12	11-12		24-25		5-6		3-4	21-22	
Digital Content Writing <b>NEW!</b>	\$954.44						20-21		29-30				5-6
Editing Skills for Company Publications	\$954.44		27-28			21-22			7-8		24-25		
Fine-tuning: Vetting Skills for Managers <b>UPDATED</b>	\$954.44		14-15	11-12			27-28	29-30		23-24	29-30		2-3
Grammar Foundations	\$954.44	24-25		4-5				11-12	7-8	2-3	1-2	18-19	9-10
Minutes of Meetings <b>SDF</b> ✓	\$954.44	30-31	25-26	28-29			3-4	1-2	1-2	12-13	14-15	21-22	
Proofread to Perfection	\$668.75		1	27				17		18		27	
Reports that Work <b>UPDATED</b> <b>SDF</b> ✓	\$954.44		25-26			6-7			26-27			14-15	
Taking Your Grammar to the Next Level	\$954.44	17-18		7-8	17-18		20-21	22-23		26-27	24-25	14-15	12-13
Technical Writing <b>SDF</b> ✓	\$954.44	21-22		4-5				8-9		2-3	1-2	7-8	
Writing Customer-focused Emails	\$954.44			21-22		9-10		4-5		9-10			9-10
Writing for Social Media	\$954.44			25-26			10-11			16-17		21-22	
Writing Persuasive Proposals	\$954.44		7-8		22-23			18-19			14-15		
Writing Standard Operating Procedures	\$954.44	28-29		18-19	22-23	16-17			19-20	26-27	29-30	28-29	
INNOVATION AND ENTREPRENEURSHIP	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Driving Creativity for Business <b>NEW!</b>	\$374.50		21			10		10				5	
Mind Mapping Essentials <b>buzan asia</b>	\$741.51			13		8			28		16	6	
Problem Solving and Decision Making	\$954.44			21-22		13-14		11-12		9-10		4-5	
Solving Problems and Making Decisions <b>NEW!</b>	\$374.50		22			9		11				6	
PRODUCTIVITY AND PERFORMANCE	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Assertiveness: Achieving Win-win	\$668.75		20	20	10	29		31	28	30	23		4
Increase your Personal Productivity	\$668.75								21		9		4
Increase your Resilience <b>UPDATED</b>	\$741.51			13				10					
Networking and Relationship Building for Success	\$668.75						19			25			11
Sharpen your Memory <b>buzan asia</b>	\$741.51			1			12		21		9		
Time Management	\$668.75		1			8		3		4	16	13	
Working with EQ <b>6</b> <b>SEI</b> <b>EMOTIONAL INTELLIGENCE ASSESSMENT</b>	\$1,229.43				1-2		17-18	25-26		19-20	17-18	18-19	12-13
INTERPERSONAL COMMUNICATION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Presentation Skills	\$1,122.43				25-26			22-23			1-2		
Consultative Selling <b>NEW!</b>	\$954.44						17-18			9-10		4-5	
Effective Negotiation Skills	\$954.44	24-25	27-28	25-26	29-30	27-28	27-28	22-23	22-23	23-24	21-22	25-26	
Effective Public Speaking	\$1,122.43		21-22		4-5	30-31		15-16		5-6	31-1		2-3
Handling Difficult Colleagues and Customers <b>SDF</b> ✓	\$954.44	14-15	18-19	18-19	11-12	9-10	6-7	4-5	1-2	2-3	1-2	4-5	5-6
Interpersonal Communication Skills <b>UPDATED</b> <b>SDF</b> ✓	\$954.44	21-22	21-22	21-22	15-16	13-14	13-14	8-9	5-6	5-6	3-4	4-5	2-3
Positive Influencing Skills <b>UPDATED</b>	\$954.44		7-8	11-12	4-5	6-7		29-30	29-30		3-4	28-29	
Presentation Slide Essentials	\$668.75	23		27		29		24				1	
Say it Clearly!	\$954.44	30-31			1-2	2-3		11-12		12-13	10-11	11-12	12-13
Singlish to English	\$668.75			6				17		30			
Strategic Business Storytelling	\$954.44		18-19				3-4		13-14		10-11	7-8	9-10
Success with Presentations	\$1,671.34		13-15	13-15	15-17	13-15	12-14		5-7	9-11	16-18	11-13	
Train the Trainer: Essential Skills	\$1,671.34			20-22		22-24		8-10	5-7	16-18		6-8	9-11
CUSTOMER SERVICE	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Delivering Service Excellence	\$954.44			18-19					19-20				5-6
Handling Angry, Hostile and Abusive Customers <b>UPDATED</b>	\$954.44		11-12		8-9		3-4		15-16		10-11	25-26	

Includes Team Management Profile

In Partnership with Roffey Park

Integral 360

Buzan Asia Approved

Includes SEI Assessment

Funding Approved

Includes DISC Personal Assessment

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