

Professional Skills Public Face-to-Face Workshops

Written Communication	Fee (incl GST)	September
Better Emails	\$ 954.44	28-29
Business Writing Essentials	\$ 954.44	14-15
Copywriting that Sells	\$ 954.44	10-11
Editing Skills for Communication Professionals	\$ 954.44	17-18
Fine-tuning: Vetting Skills for Managers	\$ 954.44	3-4
Grammar Foundations	\$ 954.44	7-8
Minutes of Meetings	\$ 954.44	21-22
Reports that Work	\$ 954.44	24-25
Writing Customer-focused emails	\$ 954.44	7-8

Interpersonal Communication	Fee (incl GST)	September
Effective Negotiation Skills	\$ 954.44	10-11
Handling Difficult Colleagues and Customers	\$ 954.44	17-18
Interpersonal Communication Skills	\$ 954.44	21-22
Networking and Relationship-building	\$ 668.75	9
Positive Influencing Skills	\$ 954.44	7-8
Success with Presentations	\$ 1,671.34	23-25
Train the Trainer: Essential Skills	\$ 1,671.34	7-9
Working with EQ	\$ 1,229.43	10-11

Leadership Communication	Fee (incl GST)	September
Coaching, Counselling and Mentoring	\$ 954.44	21-22
Having Difficult Conversations	\$ 954.44	28-29
Managing People in Projects	\$ 954.44	14-15
Mentoring Skills for Managers	\$ 668.75	2

All workshops are conducted at our Toa Payoh Centre

Professional Skills Public Online Workshops

Written Communication	Fee (incl GST)	Total no. of Sessions	September
Advanced Business Writing	\$ 954.44	*8	8,9,10 & 11

Interpersonal Communication	Fee (incl GST)	Total no. of Sessions	September
Be More Assertive	\$ 668.75	*4	21 & 22
Strategic Business Storytelling	\$ 954.44	*8	24, 25, 28 & 29

Personal Performance	Fee (incl GST)	Total no. of Sessions	September
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*02 sessions per day. Session 01: 9:00-10:30 | Session 02: 11:00-12:30. Each session is 90 minutes.

About our virtual workshops

- All workshops are delivered online and led by a trainer.
- Highly immersive, interactive and engaging.
- Virtual sessions include ice-breakers, polls, annotating slides and breakout sessions.

