



**NANYANG
TECHNOLOGICAL
UNIVERSITY**

Centre for Continuing Education

Course Calendar

July to December 2009



Continuing Education

At the Centre for Continuing Education at NTU, we offer lifelong learning opportunities to help you upgrade your skills. Taught by industry veterans as well as leading faculty and researchers, these programmes provide the most relevant content to prepare you for your career advancement.

Accounts/Business/HRM

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|--|---------------------------------------|--|------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|--------------------|
| Business | | | | | | | | | |
| Balanced Scorecard Design & Deployment - <i>NEW</i> | Dr Kevin Fernando | \$ 780.00 | 2 | 9-10 | 19-20 | | | | |
| Basic Accounting Management - <i>NEW</i> | Mr Dave Yeo | \$ 590.00 | 2 | 9-10 | 19-20 | | | | |
| Business Continuity and Crisis Management Preparedness against Pandemic Flu and other Medical Crisis | Dr Victor Teoh | For in-house arrangements only | | | | | | | |
| Business Finance for Engineers [12 PDUs] - <i>SDF Approved</i> | Dr Chin Teck Chai | \$ 590.00 | 2 | 2-3 | | | 1-2 | | |
| Corporate Risk Management Workshop for Global Business | Asst Prof Patrick Chan & Dr David Yee | \$ 590.00 | 2 | | 19-20 | | | 3-4 | |
| Cost Reduction Strategies for the Manufacturing Environment - <i>NEW</i> | Dr Rumesk Kumar | \$ 590.00 | 2 | | 27-28 | 23-24 | | | |
| Effective Event Management | Ms Lina Tan | \$ 590.00 | 2 | | | | 14-15 | | |
| HeartWare for Effective Project Management | Asst Prof Patrick Chan | \$ 590.00 | 2 | | 20-21 | | | 5-6 | |
| Managing Effective Corporate Insurance Programs | Asst Prof Patrick Chan & Dr David Yee | \$ 590.00 | 2 | 23-24 | | | 1-2 | | |
| One-day Japanese Business & Cultural Seminar | Ms Kazue Kaneko | \$ 350.00 | 1 | | 26 | | | | 2 |
| Real Power in Modern Management: Relevant Wisdom drawn from Tao Te Ching | Dr Sam Kong San | \$ 590.00 | 2 | | 20-21 | | | | |
| Understanding Sales and Marketing for Engineers [12 PDUs] | Mr Mark James Normand | \$ 590.00 | 2 | | | 14-15 | | | |
| Customer Service | | | | | | | | | |
| Art of Saying No to Customers Without Offending Them | Mr Simon Murphy | \$ 590.00 | 2 | | | 2-3 | | 11-12 | |
| Customer Service for Frontline Staff | Ms Lisa M. | For in-house arrangements only | | | | | | | |
| Transforming Service Employees Through 3S: Self-Efficacy for Superior Service - <i>NEW</i> | Ms Seow Bee Leng | \$ 350.00 | 1 | | | | 26 | | 28 |
| HR Development | | | | | | | | | |
| Managing and Harnessing the Potential of Generation 'Y' | Ms Marion Agnes Neubronner | \$ 350.00 | 1 | 8 | | 8 | | | |
| Leadership, Coaching & Teambuilding | | | | | | | | | |
| Building the Psychological Edge in Leadership | Mr Lim Say Teck, Richard | \$ 590.00 | 2 | | | 7-8 | | 30 Nov-1 Dec | |
| Essential Team Leadership Skills | Mr Lim Say Teck, Richard | For in-house arrangements only | | | | | | | |
| Innovation Through Systems Thinking and Practice - <i>NEW</i> | Mr Lim Say Teck, Richard | \$ 590.00 | | | 24-25 | 14-15 | | | |
| Management Skills for First Time Managers - <i>SDF Approved</i> | Mr Mark James Normand | \$ 590.00 | 2 | 6-7 | | | | 2-3 | |

Communication Skills

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|--|-----------------------------------|--|------|-----------------------|---------------------|------------------------------|-----------------------|-----------------------|-----------------------|
| A Guide to Good Pronunciation - NEW | Dr Alvin Leong | \$ 590.00 | 2 | | | | | | 3-4 |
| Advanced Negotiation Skills | Mr John Teo | \$ 590.00 | 2 | 2-3 | | | 29-30 | | 10-11 |
| Communication Skills for Service Sector Professionals | Dr Victor Teoh | For in-house arrangements only | | | | | | | |
| Crisis Communication - The First 24 Hours! | Dr Constance Chay-Nemeth | \$ 390.00 | 1 | 15 | | | | 20 | |
| Delivering First-class Business Presentations | Mr Mark James Normand | \$ 590.00 | 2 | | | | 26-27 | | 7-8 |
| Effective Technical Presentations | Dr Carmel Heah | \$ 590.00 | 2 | | | | | | 15-16 |
| Excellence in Technical Writing [12 PDUs] - SDF Approved | Dr Huang Minting / Dr Carmel Heah | \$ 590.00 | 2 | 29-30 | | 30 Sep-1 Oct | | | |
| Negotiation Skills | Mr John Teo | \$ 350.00 | 1 | 10 | | | 16 | | 4 |
| Technical Solutions Selling | Mr Bruce Murphy | \$ 590.00 | 2 | | 4-5 | | | 10-11 | |
| Writing Effective Minutes of Meetings | Dr Huang Minting / Dr Carmel Heah | \$ 590.00 | 2 | 27-28 | | | | 4-5 | |
| Writing Professional and Results-Oriented Email | Dr Huang Minting / Dr Carmel Heah | \$ 590.00 | 2 | | | 23-24 | | | 8-9 |

Education

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|--|-------------------------------|-----------|------|-----|-----|-----|-----|------------------------------|-------------------|
| Characteristics of Effective School Teachers | Asst Prof Yeo Kai Kow, Joseph | \$ 350.00 | 1 | | | | | | 2 |
| Creative Teaching of Primary Mathematics | Asst Prof Yeo Kai Kow, Joseph | \$ 590.00 | 2 | | | | | 30 Nov-1 Dec | |

Engineering

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|--|--|--|------|-----------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|
| Civil & Environmental Engineering | | | | | | | | | |
| Principles and Fundamentals of Facilities Management [6 PDUs] | Dr Kang Kok Hin | \$ 390.00 | 1 | 3 | | | | | |
| Electrical & Electronic Engineering | | | | | | | | | |
| Understanding Common Converter and Drive Harmonics, Cost Analysis and Mitigation Techniques [12 PDUs] | Assoc Prof Ali Iftekhar Maswood | \$ 780.00 | 2 | 30-31 | | | | | 3-4 |
| Materials Engineering | | | | | | | | | |
| Failure Analysis and Prevention - Methodologies and Case Studies [18 PDUs] | Assoc Prof Xiao Zhongmin / Asst Prof Sridhar Idapalapati | \$ 980.00 | 3 | | | | | | 7-9 |
| Materials and Process Selection - A Systematic Approach [12 PDUs] | Asst Prof Sridhar Idapalapati | \$ 780.00 | 2 | | 20-21 | | | 23-24 | |
| Mechanical & Aerospace Engineering | | | | | | | | | |
| Basic Orthopaedic Biomechanics [10 PDUs] | Assoc Prof Chou Siaw Meng, Adj Assoc Prof Denny Lie, Dr Andy Yew | \$ 370.00 | 1.5 | 10-11 | | | | | |
| Design for Assembly [12 PDUs] | Assoc Prof Lee Siang Guan, Stephen | \$ 780.00 | 2 | | | | 1-2 | | 1-2 |
| Effective Production Planning and Scheduling for Semiconductor Manufacturing [12 PDUs]- NEW | Assoc Prof Rajesh Piplani | \$ 780.00 | 2 | | | 28-29 | | | |
| Fundamentals of Project Management | Assoc Prof Shaligram Pokharel | For in-house arrangements only | | | | | | | |

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|--|---|--|-----|--|--|---|-----------------------|---------------------------------|-----------------------|--|
| Global Supply-Chain Management Workshop [12 PDUs] | Assoc Prof Rajesh Piplani | \$ 780.00 | 2 | | | | | | | 7-8 |
| High Vacuum Technology | Prof Lennie Lim | For in-house arrangements only | | | | | | | | |
| Industrial and Biological Cleanroom Design [12 PDUs] | Prof Sam Zhang | \$ 780.00 | 2 | 20-21 | | | | 26-27 | | |
| Industrial Noise Control [15 PDUs] - <i>SDF Approved</i> | Assoc Prof Yap Fook Fah / Assoc Prof Huang Xiaoyang | \$ 980.00 | 2.5 | | | | | | | 18, 25 Nov & 2 Dec |
| Plastic Injection Molding [18 PDUs] | Prof Lam Yee Cheong | \$ 980.00 | 3 | | | | | 29 Sep-1 Oct | | |
| Pressure Vessels and Piping - Analysis for Design | Assoc Prof Ong Lin Seng / Assoc Prof Ng Heong Wah | \$ 980.00 | 3 | | | | | To be confirmed | | |
| Rapid Prototyping for Rapid Product Development [18 PDUs] | Assoc Prof Chua Chee Kai | \$ 1,080.00 | 3 | | | | | 22-26 | 19-23 | |
| Supply-Chain Coordination and Management Strategies [12 PDUs] | Assoc Prof Rajesh Piplani | \$ 780.00 | 2 | 6-7 | | | | | | |
| WSQ Geometric Dimensioning & Tolerancing - <i>Now with 90% SPUR Subsidy!</i> - NEW | Prof Lye Sun Woh | \$ 1,500.00 | 4.5 | | | | | | 19-25 | 9-15 |
| WSQ Tolerance Stackup and Analysis in Mechanical Design - <i>Now with 90% SPUR Subsidy!</i> - NEW | Prof Lye Sun Woh | \$ 1,580.00 | 5 | | | | | | | TBC |
| Quality Assurance | | | | | | | | | | |
| Design and Analysis of Burn-in For Semiconductor Devices [18 PDUs] - NEW | Assoc Prof Tan Cher Ming | \$ 980.00 | 3 | 20-22 | | | | | | |
| Design of Experiment (DOE) [12 PDUs] | Assoc Prof Wu Zhang | \$ 780.00 | 2 | 13-14 | | | 28-29 | | | |
| Failure Mode and Effect Analysis (FMEA) [12 PDUs] | Assoc Prof Tan Cher Ming | \$ 780.00 | 2 | 16-17 | | | | | | |
| Lean Six Sigma Green Belt Workshop - NEW | Mr Thomas Chew / Mr Yoong Fook Loy | \$ 4,500.00 | 9 | 15-17 Jul, 19-21 Aug & 16-18 Sep | | 14-16 Oct, 11-13 Nov & 8-10 Dec | | | | |
| Measurement System Analysis [6 PDUs] - NEW | Assoc Prof Tan Cher Ming | \$ 390.00 | 1 | 7 | | | | | | |
| Reliability Data Analysis [24 PDUs] | Assoc Prof Tan Cher Ming | \$ 1,180.00 | 4 | 30Jun-3Jul | | | | | | |
| Statistical Process Control (SPC) [12 PDUs] | Assoc Prof Wu Zhang | \$ 780.00 | 2 | 16-17 | | | | 1-2 | | |
| System Reliability Engineering [18 PDUs] | Assoc Prof Tan Cher Ming | \$ 980.00 | 3 | 3-5 | | | | | | |

IT & Information Studies

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|---|----------------------------|-------------|------|-----------------------|-----------------------|-----|-----------------------|-----------------------|----------------------|
| Information Studies | | | | | | | | | |
| Blog & Social Media Optimization for Business | Ms Tan Joo Khim, Josephine | \$ 590.00 | 2 | | 20-21 | | | 19-20 | |
| Blogs, Wikis & Free Software | Ms Tan Joo Khim, Josephine | \$ 590.00 | 2 | 23-24 | | | 22-23 | | |
| Business Analysis with Excel - <i>SDF Approved</i> | Mr Jason Khoo | \$ 600.00 | 2 | | 27-28 | | | 19-20 | |
| Creating System Documentation: A Course for IT Professionals - NEW | Asst Prof Anil Pathak | \$ 780.00 | 2 | | | | 1-2 | | 1-2 |
| Implementing Hassle Free Budgeting with Excel | Mr Jason Khoo | \$ 1,000.00 | 2 | 30-31 | | | 5-6 | | |
| Learning the Magic of Macros | Mr Jason Khoo | \$ 780.00 | 2 | | 11-12 | | | 9-10 | |
| Managing IT Projects using MS Project 2007 - NEW | Ms Neerja Sethi | \$ 980.00 | 3 | | | | | | 9-11 |
| Presentation Slide Design for Business People - <i>SDF Approved</i> | Mr Mark James Normand | \$ 590.00 | 2 | | 13-14 | | 20-21 | | |

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|---|---------------------------------------|-------------|---|-----------------------|--------------------|-----------------------|-----------------------|--------------------|--|
| Understanding Web 2.0 Technologies | Asst Prof Cyraine Marissa Wettasinghe | \$ 350.00 | 1 | | 25 | | 20 | | |
| Software Engineering | | | | | | | | | |
| Advanced C Programming for Embedded Systems | Mr Philip Teng | \$ 980.00 | 3 | | | 16-18 | | | |
| Object-Oriented Programming in C# - <i>NEW</i> | Assoc Prof Yow Kin Choong | \$ 1,180.00 | 4 | 14-17 | | | 20-23 | | |
| Object-Oriented Programming in C++ - <i>SDF Approved</i> | Assoc Prof Yow Kin Choong | \$ 1,180.00 | 4 | 21-24 | | | 6-9 | | |
| Software Development for Embedded Systems | Mr Philip Teng | \$ 980.00 | 3 | 22-24 | | | 21-23 | | |
| Web Services Workshop | Ms Neerja Sethi | \$ 350.00 | 1 | | | | | 18 | |
| Workshop on Java Programming: Java Basics, Database Programming, Servlet/JSP and Web Applications | Assoc Prof Chua Hock Chuan | \$ 980.00 | 3 | | | 23-25 | | | |

Personal Development

| Course Title | Trainer(s) | Fee | Days | Jul | Aug | Sep | Oct | Nov | Dec |
|---|--------------------------|--|------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Achieving Personal Effectiveness Through Positive Habits - <i>NEW</i> | Mr Matthew James | \$ 590.00 | 2 | | | 24-25 | | 2-3 | |
| Be A Force of One – Personal Branding for Career Success | Mr Ng Boon Hwang | \$ 690.00 | 2 | | 20-21 | | | | |
| Critical Thinking Skills | Mr Daniel Theyagu | \$ 590.00 | 2 | 6-7 | | | | | 22-23 |
| Eight Effective Strategies for Creative Problem Solving and Decision Making | Mr Daniel Theyagu | \$ 590.00 | 2 | 14-15 | | | 20-21 | | |
| Key Emotional Competence for Managers | Mr Lim Say Teck, Richard | \$ 590.00 | 2 | | | 9-10 | | | 3-4 |
| Razor Sharp Memory for Greater Productivity and Effectiveness | Mr Daniel Theyagu | \$ 590.00 | 2 | | 26-27 | | | 19-20 | |
| Speed Reading for Greater Business Productivity | Mr Daniel Theyagu | \$ 590.00 | 2 | 8-9 | | | | | 1-2 |
| The Science and Art of Impression Management | Mr Lim Say Teck, Richard | For in-house arrangements only | | | | | | | |

| Benefits | Notes | Contact Us |
|--|---|---|
| <ul style="list-style-type: none"> • 20% off the standard fee for current NTU and NIE Alumni, Staff and Students. • 10% off the standard fee for groups of <u>3 and above</u>, for the same course and same run. • Course fees are inclusive of prevailing GST. • All courses include lunch and 2 tea-breaks. Conditions apply. • Complimentary parking is available for all course participants. Conditions apply. | <ul style="list-style-type: none"> • All details are correct at time of printing. Visit www.ntu.edu.sg/cce for latest updates. • All courses are conducted at NTU@one-north campus unless otherwise specified. • Closing date for registration is 2 weeks before course commencement. • NTU-CCE reserves the right to change or cancel any course or trainer, in light of unforeseen circumstances. | <p>Tel: 6790 4212 Fax: 6774 2911 Email: CCE@ntu.edu.sg Website: www.ntu.edu.sg/cce</p> |

CUSTOMISED CORPORATE TRAINING

Our courses can be tailored to meet your organisational needs.

Cost Effective

Having an in-house programme of any of our Professional Development Courses can be a more cost effective proposition for your organisation as it allows more staff to attend the course.

Customisable

Adopt the contents of any of our Professional Development Courses and run it as a customised programme, or develop an entire new programme that caters to your organisation's competency needs and requirements.

Confidential

Our customised programmes allow for open discussion by your staff relating to specific issues or company projects. A confidentiality agreement will assure that the information will not be shared beyond the programme.

Cohesive

Discussions within your staff during the programme will facilitate team-building and project planning as they begin to see and understand each other's perspectives. The value of cohesive team-building is realized when real-life business problems are solved.

Convenient

Programmes can be arranged at our NTU@one-north campus, or even at your preferred locations, at the convenience of the participants.

Feel free to contact us for further discussion.

Tel: 6790 4212 | Email: CCE@ntu.edu.sg