

January to June 2016 Course Schedule



Effective Event Management

A very informative course for different levels of employees with useful checklists and templates. A 'must-attend' course for today's employees (who multi-task).

Phua Ee Hwee Eve
Manager
Confucius Institute

Accounts/Business/HRM

Business											
No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun	
A1	Business Continuity and Crisis Management Preparedness against Pandemic flu and other Medical Crisis	Dr Victor Teoh	For in-house arrangements only								
A2	Practical Business Finance for Non-Financial Executives [e2i][SFC]	Mr Dave Yeo	\$ 631.30	2			28-29	25-26			
A3	DIY Analytics – Making data-driven decisions for a more profitable business [SFC]	Mr Francis Tay	\$ 631.30	2						7-8	
A4	Effective Event Management [SFC]	Ms Lina Tan	\$ 631.30	2				7-8			
A5	Effective People & Team Performance Management for Non-HR Managers [SFC]	Dr Kevin Fernando	\$ 631.30	2		24-25					
A6	From Strategy to Action [SFC]	Dr Alvin Oh	\$ 631.30	2		25-26		28-29			
A7	Innovating for Results [SFC]	Dr Alvin Oh	\$ 631.30	2		18-19				16-17	
A8	Managing Your Business Knowledge Assets [SFC]	Mr Francis Tay	\$ 631.30	2					17-18		
A9	Project Management Appreciation [SFC]	Mr John Teo	\$ 631.30	2				14-15			
Customer Service											
No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun	
A10	Art of Saying No to Customers Without Offending Them [SFC]	Mr John Teo	\$ 631.30	2		25-26					
A11	Effective Communication Skills for Healthcare Professionals	Dr Victor Teoh	For in-house arrangements only								
HR Development											
No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun	
A12	Effective Interviewing Techniques	Ms Maler Vilee	For in-house arrangements only								
A13	Managing and Harnessing the Potential of Generation 'Y' [SFC]	Ms Marion Agnes Neubronner	\$ 374.50	1				18			
A14	Performance Management and Appraisals [SFC]	Ms Anne Leong	\$ 631.30	2	19-20						
A15	Strategic Thinking & Dynamic Management for Middle Managers [SFC]	Dr Kevin Fernando	\$ 631.30	2	28-29						
Leadership, Coaching and Teambuilding											
No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun	
A16	Achieving the Psychological Advantage in Leadership [SFC]	Mr Richard Lim	\$ 631.30	2					11-12		
A17	Coaching & Mentoring Workshop [SFC]	Ms Anne Leong	\$ 631.30	2				21-22			
A18	Collaborative Performance Management & Coaching [SFC]	Ms Anne Leong	\$ 631.30	2						27-28	
A19	Effective Counselling Skills [SFC]	Dr Alvin Oh	\$ 631.30	2	21-22				12-13		
A20	Essential Skills for New Managers [SFC]	Mr Daniel Theyagu	\$ 631.30	2	7-8						
A21	Inspiring Creativity, Innovation and Change	Ms Eliza Quek	For in-house arrangements only								
A22	Key Emotional Competence for Managers [SFC]	Mr Richard Lim	\$ 631.30	2						2-3	
A23	Leading Beyond Managing [SFC]	Dr Alvin Oh	\$ 631.30	2			17-18		19-20		
A24	Social Intelligence for Leaders - How to be a positive influence in the people you lead [SFC]	Mr Daniel Theyagu	\$ 374.50	1			4				
A25	Solution Focused Coaching for Managers [SFC]	Ms Marion Agnes Neubronner	\$ 374.50	1				19			
A26	Strategic Operations Leadership [SFC]	Dr Kevin Fernando	\$ 631.30	2					18-19		
A27	The Art of Managing People [SFC]	Mr John Ong	\$ 631.30	2		25-26					
A28	Tough Problem Solving Through Systems Thinking [SFC]	Mr Richard Lim	\$ 631.30	2					4-5		



Excellence in Technical Writing

Dr Heah is very knowledgeable about the language and report writing. I have learnt and re-learned things which I may not have known or forgotten.

Ms Lau Aik Miang
Senior Engineer
Defence Science & Technology Agency

Communication Skills

Negotiation Skills

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
B1	Advanced Negotiation Skills [SFC]	Mr John Teo	\$ 631.30	2					26-27	
B2	Negotiation Skills [SFC]	Mr John Teo	\$ 374.50	1			11			

Articulation Skills

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
B3	Communication Skills for Service Sector Professionals	Dr Victor Teoh / Ms Virginia Goh	For in-house arrangements only							
B4	Crisis Communication – Learning from case studies [SFC]	Ms Bhavani Krishnasamy	\$ 631.30	2				7-8		
B5	KPI: <u>K</u> ey <u>P</u> ersuasion and <u>I</u> nfluence [SFC]	Mr Michael Lum	\$ 631.30	2			31 Mar - 1 Apr		30-31	

Composition Skills

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
B6	Essential Grammar for Professional Communication	Dr Carmel Heah	For in-house arrangements only							
B7	Writing Professional and Results-Oriented Email [SFC]	Dr Huang Minting	\$ 631.30	2				21-22		
B8	Achieving Excellence in Technical Writing [e2i][SFC]	Dr Huang Minting / Dr Carmel Heah	\$ 631.30	2			1-2; 17-18		9-10	1-2
B9	Creative Posters and Invitations for Marketing [SFC]	Mdm Peggy Poo	\$ 631.30	2						7-8
B10	Generating Creative Ideas to Design Effective Graphics [SFC]	Mdm Peggy Poo	\$ 631.30	2						2-3

Presentation Skills

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
B11	Designing and Delivering Effective Technical Presentations [e2i][SFC]	Dr Carmel Heah	\$ 631.30	2			3-4		12-13	6-7
B12	Media Management [SFC]	Ms Bhavani Krishnasamy	\$ 631.30	2			3-4			
B13	Situation-specific Presentation Skills [SFC]	Ms Anne Leong	\$ 888.10	3		29 Feb - 2 Mar				



WSQ Geometric Dimensioning & Tolerancing

It is very relevant to real applications on the job. I will recommend my colleagues to take up the course.

Mr Ooi Choon Kiat
R&D Engineer
Becton Dickinson Critical Care System Pte Ltd

Engineering

Civil & Environmental Engineering

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
C1	Principles and Fundamentals of Facilities Management [SFC]	Dr Kang Kok Hin	\$ 417.30	1		15		25		
C2	Overview of Crane Structure Design and Analysis	Dr Gho Wie Min	Not available at print. Check website.							
C3	Strategic and Sustainable Project Management Services [SFC]	Dr Kang Kok Hin	\$ 417.30	1		1				

Electrical & Electronic Engineering

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
C4	Design and Analysis of Feedback Control Systems for Real-world Applications - Advanced Control	Prof Er Meng Joo	For in-house arrangements only							
C5	Design and Analysis of Feedback Control Systems for Real-world Applications - Basic Control	Prof Er Meng Joo	For in-house arrangements only							
C6	Understanding Common Converter and Drive Harmonics, Cost Analysis and Mitigation Techniques [PDU][SFC]	Assoc Prof Ali Iftekhar Maswood	\$ 834.60	2	Not available at print. Check website.					

Mechanical & Materials Engineering

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
C7	Basic Orthopaedic Biomechanics - Part I [CME][SFC]	Assoc Prof Chou Siaw Meng / Dr Denny Lie / Dr Andy Yew	\$ 449.40	1.5						3-4
C8	Basic Orthopaedic Biomechanics - Part II [CME][SFC]	Assoc Prof Chou Siaw Meng / Dr Denny Lie / Dr Andy Yew	\$ 449.40	1.5						22-23 Jul
C9	Failure Analysis and Prevention for Engineering Materials, Structures and Devices [e2i][PDU][SFC]	Assoc Prof Xiao Zhongmin / Asst Prof	\$ 1,048.60	3				18-20		
C10	Pressure Vessels and Piping - Analysis for Design	Assoc Prof Ong Lin Seng / Assoc Prof Ng Heong Wah	For in-house arrangements only							
C11	Supply-Chain Coordination and Management Strategies	Assoc Prof Rajesh Piplani	For in-house arrangements only							
C12	Fracture Mechanics Concepts for Assessment of Crack-Like Flaws	Dr John H.L Pang	For in-house arrangements only							

WSQ Graduate Diploma in Design and Processes (Precision Engineering)

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
C13	WSQ Manage High Vacuum Technology [PDU][SFC][WSQ]	Assoc Prof Joshi Sunil C.	\$ 1,625.33	4				25-28		
C14	WSQ Geometric Dimensioning & Tolerancing [PDU][SFC][WSQ]	Prof Lye Sun Woh	\$ 1,717.35	4.5				18, 19, 21, 22, 25		27, 28, 30-Jun, 1, 4-Jul
C15	WSQ Tolerance Stackup and Analysis in Mechanical [PDU][SFC][WSQ]	Prof Lye Sun Woh	\$ 1,809.37	5					30, 31-May, 2, 3, 6-Jun	
C16	WSQ Design for Assembly in Manufacturing [PDU][SFC][WSQ]	Assoc Prof Stephen Lee	\$ 1,625.33	4				23-27		
C17	WSQ Implement Optical Metrology [PDU][SFC][WSQ]	Assoc Prof Murukeshan	\$ 1,625.33	4				14, 15, 17, 18		
C18	WSQ Apply Statistics for Lean Six Sigma [PDU][SFC][WSQ]	Mr Yoong Fook Loy Mdm Jackie Lim	\$ 1,510.84	3.5					24-27	18-21 Jul
C19	WSQ Establish Lean Six Sigma Methodology [PDU][SFC][WSQ]	Mr Yoong Fook Loy Mdm Jackie Lim	\$ 1,717.35	4.5				4-8	30 May - 3 Jun	

Quality Assurance

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
C20	Design of Experiment (DOE)	Assoc Prof Wu Zhang	For in-house arrangements only							
C21	Facilitative Leadership Skills [e2i][PDU][SFC]	Mr Yoong Fook Loy	\$ 834.60	2			22-23			
C22	Lean Advance Training	Mr Yoong Fook Loy	For in-house arrangements only							
C23	Six Sigma DMAIC Project Team Workshop	Mr Yoong Fook Loy	For in-house arrangements only							
C24	Applied HAZOP for Engineers [e2i][PDU][SFC]	Mr Thia Cheong Meng	\$ 834.60	2			17-18			
C25	Systems Thinking and Process Improvement [SFC]	Dr Yeo Khim Teck	\$ 834.60	2		22-23				

WSQ Tolerance Stackup and Analysis in Mechanical Design

Course materials and teachings made through various exercises have deepened the understanding of stack tolerance. It will certainly help in my course of work.

Ms Yow Sue Ann
Senior Process Engineer
Leica Instruments (S) Pte Ltd



Personal Development

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
D1	Achieving Peak Performance with Mental Skills, Emotional Strength & Team Approach [SFC]	Mr Richard Lim	\$ 631.30	2					11-12	
D2	Creative Thinking Made Easy [SFC]	Mr John Teo	\$ 374.50	1	22					
D3	Critical Thinking for Innovation and Peak Performance [e2i][SFC]	Mr Daniel Theyagu	\$ 631.30	2	11-12		3-4	14-15	23-24	23-24
D4	Enhancing Wellness & Resilience for Successful Life & Work [SFC]	Mr Richard Lim	\$ 631.30	2						7-8
D5	Managing Difficult People [SFC]	Ms Eliza Quek	\$ 374.50	1					9	
D6	Read faster! Memorise better! Think clearer! [SFC]	Mr Daniel Theyagu	\$ 631.30	2			17-18			
D7	Secret to Motivating Your Team [SFC]	Mr John Ong	\$ 374.50	1				29		
D8	Stay Calm and Stand Up: Becoming more assertive in the workplace [SFC]	Mr Michael Lum	\$ 631.30	2			17-18		17-18	
D9	Social Networking for Professional Success [SFC]	Ms Marion Agnes Neubronner	\$ 374.50	1			2			
D10	Warrior or Worrier? Conflict and Stress Management [SFC]	Mr Michael Lum	\$ 631.30	2			23-24		23-24	

Information Technology

No.	Course Title	Trainer(s)	Fee	Days	Jan	Feb	Mar	Apr	May	Jun
E1	Using C Language Effectively for Embedded Systems [e2i][SFC]	Mr Philip Teng	\$ 1,123.50	3		24-26				22-24
E2	Android App Development in A Day [e2i][SFC]	Mr Ravi Suppiah	\$ 417.30	1		29		18		6
E3	Cloud Computing Security and Compliance 101 [e2i][SFC]	Mr Kenneth Ho	\$ 834.60	2						16-17
E4	Cloud Computing - What IT Auditors Needs to Know [SFC]	Mr Kenneth Ho	\$ 1,048.60	3			16-18			
E5	Introduction to C Programming for Embedded Systems [SFC]	Mr Philip Teng	\$ 1,123.50	3					11-13	
E6	Linux Device Drivers for Embedded Systems [SFC]	Mr Philip Teng	\$ 1,155.60	3				20-22		
E7	Using Linux for the Internet of Things [e2i][SFC]	Mr Philip Teng	\$ 1,155.60	3	27-29					30 May - 1 Jun
E8	Developing Object-Oriented Applications in C++ [e2i][SFC]	Assoc Prof Yow Kin Choong/ Mr Lee Kok Kee	\$ 1,358.90	4		16-19		5-8		
E9	Real Time Embedded Software for the Real World [e2i][SFC]	Mr Philip Teng	\$ 1,155.60	3			9-11			
E10	Software Optimisation for Embedded Systems [e2i][SFC]	Mr Philip Teng	\$ 834.60	2			31 Mar - 1 Apr			
E11	Software Development for Embedded Systems	Mr Philip Teng			For in-house arrangements only					

CME - Qualify for Continuing Medical Education unit by SMC

e2i - Employment and Employability Fee Subsidy available (subject to e2i's approval)

PDU - Qualify for Professional Development Unit by PEB

SFC - SkillsFuture Credits approved courses

WSQ - WDA Fee Subsidy available (subject to WDA's approval)