

Course Calendar

July - December 2015



NTU Centre for Continuing Education

The NTU Centre for Continuing Education acts as a link between NTU and the community by providing continuing education for the alumni and others who are keen to advance their knowledge and acquire practical skills. With innovative and practical training programmes, you will embark on a journey to explore new frontiers and sharpen your mind.



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Funded Courses

WSQ PE Graduate Diploma in Design and Processes



The Precision Engineering Workforce Skills Qualification (PE WSQ) Graduate Diploma in Design and Processes is a joint programme by Nanyang Technological University, Centre for Continuing Education (NTU CCE) and the Singapore Workforce Development Agency (WDA). The objective of the course is to inculcate the core competencies including fundamental knowledge and skills in precision engineering design and processes necessary for managers and engineers in precision engineering related manufacturing industries. Participants will have to complete 2 core modules and any 3 out of the 5 electives offered to qualify for the WSQ PE Graduate Diploma Qualification.

70% course fee funding and up to 90% course fee funding for SMEs

Core Modules	Electives
• WSQ Geometric Dimensioning & Tolerancing	• WSQ Manage High Vacuum Technology
• WSQ Implement Optical Metrology	• WSQ Design for Assembly in Manufacturing
	• WSQ Tolerance Stackup and Analysis in Mechanical Design
	• WSQ Establish Lean Six Sigma Methodology
	• WSQ Applying Statistics for Lean Six Sigma

Criteria for WSQ 70% Funding and Certification. SMEs will enjoy subsidies of 90% of the course fees if they meet requirements:

To be eligible for the 70% course fee funding, participants:

- must be Singaporeans or Permanent Residents of Singapore
- may be employer-sponsored, self-sponsored or unemployed
- must achieve at least 75% attendance and pass all required assessments
- eligibility acceptance subject to final approval by WDA before course commencement

Participants who do not fulfil the above criteria are not eligible for WSQ funding and certification, and are required to pay the course fee in full.

Accreditation

Participant will be awarded a Statement of Attainment (SOA) for successfully completing each module and a WSQ PE Design and Processes Graduate Diploma upon completion of the 2 core modules and any 3 electives.

Employment and Employability Institute (e2i) Supported courses



The e2i funding aims to support Engineers/PMEs in upgrading their horizontal and vertical skills and increase their current competency level in their relevant industries.

Criteria for e2i Funding and Certification

To be eligible for 50% course fee funding, participants:

- must be Singaporeans or Permanent Residents of Singapore
- must be employed in full time positions
- must achieve at least 75% attendance

A Certificate of completion will be awarded at the end of the course. Participants will be given course subsidy on a first-come-first-served basis due to limited placements for funding.

Up to 50% course fee funding

Horizontal Skills	Vertical Skills
• Business Finance for Engineers	• HAZOP (Hazard & Operability Studies)
• Excellence in Technical Writing	• Failure Analysis and Prevention - Methodologies and Case Studies
• Effective Technical Presentations	• Advanced C Programming for Embedded Systems
• Facilitation Skills for Project Team Leaders	• Linux for Embedded Systems
	• Object-Oriented Programming in C++
	• Software Development for Embedded Systems

UTAP (Union Training Assistance Programme)

Union members may enjoy up to \$250 unfunded course fee support when you sign up for courses supported under UTAP. Conditions apply. Visit www.ntuc.org.sg for more information.



Accounts/Business/HRM

Business										
	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
A1	Business Continuity and Crisis Management Preparedness against Pandemic flu and other Medical Crisis	Dr Victor Teoh								
For in-house arrangements only										
A2	Business Finance for Engineers [Qualified for 10 PDUs]	Mr Dave Yeo	\$631.30	2		3-4			26-27	
A3	DIY Analytics – Making data-driven decisions for a more profitable business	Mr Francis Tay	\$631.30	2				14-15	25-26	
A4	Effective Event Management	Ms Lina Tan	\$631.30	2		20-21				1-2
A5	Effective People & Team Performance Management for Non-HR Managers	Dr Kevin Fernando	\$631.30	2					19-20	
A6	From Strategy to Action	Dr Alvin Oh	\$631.30	2	Not available at print. Check website.					
A7	Innovating for Results	Dr Alvin Oh	\$631.30	2			3-4		5-6	
A8	Managing Your Business Knowledge Assets	Mr Francis Tay	\$631.30	2			16-17			
A9	Project Management Appreciation	Mr John Teo	\$631.30	2			1-2		26-27	
Customer Service										
	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
A10	Art of Saying No to Customers Without Offending Them	Mr John Teo	\$631.30	2				22-23		17-18
A11	Effective Communication Skills for Healthcare Professionals	Dr Victor Teoh								
For in-house arrangements only										
HR Development										
	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
A12	Effective Interviewing Techniques	Ms Maler Vilee								
For in-house arrangements only										
A13	Managing and Harnessing the Potential of Generation 'Y'	Ms Marion Agnes Neubronner	\$374.50	1	15					14
A14	Performance Management and Appraisals	Ms Anne Leong	\$631.30	2					30 & 1 Dec	
A15	Strategic Thinking & Dynamic Management for Middle Managers	Dr Kevin Fernando	\$631.30	2	23-24		10-11			
Leadership, Coaching, & Teambuilding										
	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
A16	Achieving the Psychological Advantage in Leadership	Mr Richard Lim	\$631.30	2				28-29		17-18
A17	Coaching & Mentoring Workshop	Ms Anne Leong	\$631.30	2				1-2		
A18	Collaborative Performance Management & Coaching	Ms Anne Leong	\$631.30	2			1-2			
A19	Effective Counselling Skills	Dr Alvin Oh	\$631.30	2		27-28		1-2		
A20	Essential Skills for New Managers (NEW)	Mr Daniel Theyagu	\$631.30	2	Not available at print. Check website.					
A21	Inspiring Creativity, Innovation and Change	Ms Eliza Quek								
For in-house arrangements only										
A22	Key Emotional Competence for Managers	Mr Richard Lim	\$631.30	2				15-16		
A23	Leading Beyond Managing	Dr Alvin Oh	\$631.30	2		17-18	17-18			
A24	Social Intelligence for Leaders - How to be a positive influence in the people you lead	Mr Daniel Theyagu	\$374.50	1		21		19		
A25	Solution Focused Coaching for Managers	Ms Marion Agnes Neubronner	\$374.50	1	13					11
A26	Strategic Operations Leadership	Dr Kevin Fernando	\$631.30	2		13-14				
A27	The Art of Managing People	Mr John Ong	\$631.30	2		11-12				
A28	Tough Problem Solving Through Systems Thinking	Mr Richard Lim	\$631.30	2			15-16			

■ WSQ - Up to 90% course fee funding supported by WDA

● e2i - Up to 50% course fee funding supported by e2i



Communications Skills

Negotiation Skills

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
B1	Advanced Negotiation Skills	Mr John Teo	\$631.30	2				15-16		10-11
B2	Negotiation Skills	Mr John Teo	\$374.50	1		14			30	

Articulation Skills

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
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	Ms Bhavani Krishnasamy	\$631.30	2	14-15					3-4
B5	KPI: Keys to Persuasion and Influence	Mr Michael Lum	\$631.30	2		27-28			19-20	

Composition Skills

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
B6	Essential Grammar for Professional Communication	Dr Carmel Heah	For in-house arrangements only							
B7	Writing Professional and Results-Oriented Email	Dr Huang Minting	\$631.30	2				8-9	26-27	
B8	Excellence in Technical Writing [Qualified for 10 PDUs]	Dr Huang Minting / Dr Carmel Heah	\$631.30	2	20-21	27-28		1-2	12-13	14-15
B9	Creative Posters and Invitations for Marketing	Mdm Peggy Poo	\$631.30	2	28-29					
B10	Generating Creative Ideas to Design Effective Graphics	Mdm Peggy Poo	\$631.30	2	Not available at print. Check website.					

Presentation Skills

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
B11	Effective Technical Presentations [Qualified for 10 PDUs]	Dr Carmel Heah	\$631.30	2	23-24					17-18
B12	Media Management	Ms Bhavani Krishnasamy	\$631.30	2					12-13	
B13	Situation-specific Presentation Skills	Ms Anne Leong	\$888.10	3	7-9					

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Engineering

Civil & Environmental Engineering

Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
C1 Principles and Fundamentals of Facilities Management	Dr Kang Kok Hin	\$417.30	1				1	23	
C2 Overview of Crane Structure Design and Analysis	Dr Gho Wie Min	For in-house arrangements only							
C3 Strategic and Sustainable Project Management Services	Dr Kang Kok Hin	\$417.30	1			28			

Electrical & Electronic Engineering

Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
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 [Qualified for 10 PDUs]	Assoc Prof Ali Iftekhhar Maswood	\$834.60	2						3-4

Mechanical & Materials Engineering

Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
C7 Basic Orthopaedic Biomechanics - Part I [Qualified for 6 CME Points]	Assoc Prof Chou Siaw Meng / Dr Denny Lie / Dr Andy Yew	\$449.40	1.5	Not available at print. Check website.					
C8 Basic Orthopaedic Biomechanics - Part II [Qualified for 6 CME Points]	Assoc Prof Chou Siaw Meng / Dr Denny Lie / Dr Andy Yew	\$449.40	1.5	3-4					
C9 Failure Analysis and Prevention - Methodologies and Case Studies [Qualified for 15 PDUs]	Assoc Prof Xiao Zhongmin / Asst Prof Sridhar Idapalapati	\$1,048.60	3					16-18	
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)

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
■	C13 WSQ Manage High Vacuum Technology [Qualified for 19 PDUs]	Assoc Prof Joshi Sunil C.	\$1,625.33	4					16-19	
■	C14 WSQ Geometric Dimensioning & Tolerancing [Qualified for 20 PDUs]	Prof Lye Sun Woh	\$1,717.35	4.5			28, 29 Sep & 1, 2, 5 Oct			14, 15, 17, 18 & 21
■	C15 WSQ Tolerance Stackup and Analysis in Mechanical Design [Qualified for 17 PDUs]	Prof Lye Sun Woh	\$1,809.37	5					16, 17, 19, 20 & 23	
■	C16 WSQ Design for Assembly in Manufacturing [Qualified for 16 PDUs]	Assoc Prof Stephen Lee	\$1,625.33	4	27, 28, 30 & 31					
■	C17 WSQ Implement Optical Metrology [Qualified for 16 PDUs]	Assoc Prof Murukeshan	\$1,625.33	4	23, 24, 27 & 28			1, 2, 5 & 6		
■	C18 WSQ Applying Statistics for Lean Six Sigma * [Qualified for 14 PDUs]	Mr Yoong Fook Loy / Mdm Jackie Lim	\$1,510.84	3.5			14-17		17-20	
■	C19 WSQ Establish Lean Six Sigma Methodology * [Qualified for 16 PDUs]	Mr Yoong Fook Loy / Mdm Jackie Lim	\$1,717.35	4.5		24-28		12-16		

Quality Assurance

	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
	C20 Design of Experiment (DOE)	Assoc Prof Wu Zhang	For in-house arrangements only							
●	C21 Facilitation Skills for Project Team Leaders [Qualified for 10 PDUs]	Mr Yoong Fook Loy	\$834.60	2					12-13	
	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 HAZOP (Hazard & Operability Studies) [Qualified for 10 PDU]	Mr Thia Cheong Meng	\$834.60	2						17-18

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* Refer to page 08 - 09 for the Accelerated Lean Six Sigma Green Belt certification



Personal Development

Personal Development										
Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec	
D1 Achieving Peak Performance with Mental Skills, Emotional Strength & Team Approach	Mr Richard Lim	\$631.30	2	29-30						
D2 Creative Thinking Made Easy	Mr John Teo	\$374.50	1		24				7	
D3 Critical Thinking Skills	Mr Daniel Theyagu	\$631.30	2		5-6	30 & 1 Oct		11-12	21-22	
D4 Enhancing Wellness & Resilience for Successful Life & Work	Mr Richard Lim	\$631.30	2	21-22						
D5 Managing Difficult People	Ms Eliza Quek	\$374.50	1			1			4	
D6 Read faster! Memorise better! Think clearer!	Mr Daniel Theyagu	\$631.30	2	20-21			26-27			
D7 Secret to Motivating Your Team	Mr John Ong	\$374.50	1			11				
D8 Stay Calm and Stand Up: Becoming more assertive in the workplace	Mr Michael Lum	\$631.30	2		4-5			12-13		
D9 Social Networking for Professional Success	Ms Marion Agnes Neubronner	\$374.50	1	8					9	
D10 Warrior or Worrier? Conflict and Stress Management	Mr Michael Lum	\$631.30	2	28-29				5-6		



Information Technology

Information Technology										
Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec	
E1 Advanced C Programming for Embedded Systems	Mr Philip Teng	\$1,123.50	3			9-11			9-11	
E2 Android App Development in A Day (NEW)	Mr Ravi Suppiah	\$417.30	1	Not available at print. Check website.						
E3 Cloud Computing Security	Mr Kenneth Ho	\$834.60	2			10-11			17-18	
E4 Cloud Computing - What IT Auditors Needs to Know (NEW)	Mr Kenneth Ho	\$1,048.60	3	Not available at print. Check website.						
E5 Introduction to C Programming for Embedded Systems (NEW)	Mr Philip Teng	\$1,123.50	3		19-21					
E6 Linux Device Drivers for Embedded Systems	Mr Philip Teng	\$1,155.60	3				7-9			
E7 Linux for Embedded Systems	Mr Philip Teng	\$1,155.60	3			21-23		11-13		
E8 Object-Oriented Programming in C++	Assoc Prof Yow Kin Choong / Mr Lee Kok Kee	\$1,358.90	4	13-16			6-9			
E9 Real Time Software for Embedded Systems	Mr Philip Teng	\$1,155.60	3				28-30			
E10 Software Development for Embedded Systems	Mr Philip Teng	\$1,048.60	3	8-10					2-4	
E11 Software Optimisation for Embedded Systems	Mr Philip Teng	For in-house arrangements only								

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Terms & Conditions

Privileges

- 20% off the standard fee for current NTU and NIE Alumni, Staff and Students
- 10% off the standard fee for group of 3 (from the same company) and above, for the same course and same run
- 10% off the standard fee for NTUC members

Note: Above discounts cannot be combined and do not apply to funded courses

Professional Development Units (PDUs)

In this fast changing and dynamic environment, there is a need for Professional Engineers (PEs) to maintain and update their professional competency on a continuing basis. In order to achieve this, a PE must acquire a minimum of 40 (PDUs) over a renewal-qualifying period, of which a minimum of 20 PDUs must be from structured activities. NTU CCE's engineering related courses are accredited with PDUs under structured activities. For more information, visit the Professional Engineers Board of Singapore's (PEB) website at www.peb.gov.sg.

General Information

- All listed course fees are inclusive of prevailing GST.
- All courses include complimentary lunch and tea breaks.
- Complimentary parking at NTU@one-north is available for all courses participants. Conditions apply.
- The closing date for registration is 2 weeks before start date, unless otherwise stated.
- Course is subject to a minimum participation before commencement.
- Course is subject to a first-come-first-served basis in light of overwhelming responses.
- All details are correct at time of printing.
- NTU CCE reserves the right to replace or cancel any course or change the trainer, in light of unforeseen circumstances.

Policies

Cancellation Policy

- A written notification to cce@ntu.edu.sg or fax: (+65) 6774-2911 before course closing date:
 - Full refund of Course Fee
- A written notification after course closing date:
 - No Refund of Course Fee

Where course payment has not been made, NTU CCE reserves the right to charge the applicant a cancellation fee derived in accordance to the above policy.

Participants who wish to withdraw from courses should do so before the closing date of registration, otherwise, cancellation policy will apply.

Replacement Policy

Companies may replace participants who have signed up for the course by giving a 3 days notice before course commencement. Replacement must match the enrollment criteria for the course.

In-House Training Arrangement

Our Professional Development Courses can be tailored to meet your organisation and specific training needs.

Cost Effective

Organising an in-house programme just for your staff allows our trainer to focus on your training objectives and expected learning outcome. This translates to a more cost effective proposition for your organisation.

Customisable

Customising and contextualising of existing course contents to enhance learning of key competency elements and ease of adaptation.

Confidential

Our customised programmes allow for open discussions by your staff relating to specific issues/projects specific to your company.

Cohesive

Discussions among 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 realised when real-life business problems are solved.

Convenient

For your convenience, all logistics and course administrations are handled by our team of experienced personnel; freeing you to work on other matters.

Feel free to contact us for further discussion. For more information, call 6790 4212, or email your requirements to cce@ntu.edu.sg

Accelerated Lean Six Sigma Green Belt

Introduction

NTU Centre for Continuing Education (NTU-CCE), in collaboration with Singapore Workforce Development Agency (WDA) will be offering two WSQ Lean Six Sigma courses. Course participants who have completed both WSQ Establish Lean Six Sigma Methodology and WSQ Applying Statistics for Lean Six Sigma courses are able to pursue the Lean Six Sigma Green Belt Certification awarded by Pivotal Resources Asia Pte Ltd.

Benefits

Time Saving

- Modular course structure
- Accelerated pathway to Lean Six Sigma Green Belt

Cost Saving

- 70% fee subsidy for WSQ Lean Six Sigma courses
- Obtain Lean Six Sigma Green Belt through WSQ courses

Double Certifications

- WSQ Statement of Attainment (WDA)
- Lean Six Sigma Green Belt Certification (Pivotal Resources Asia Pte Ltd)

Pathway to Lean Six Sigma Green Belt

WSQ Establish Lean Six Sigma Methodology

(4.5 days)

WSQ Applying Statistics for Lean Six Sigma

(3.5 days)

Lean Six Sigma Green Belt Certification Administered by Pivotal Resources Asia Pte Ltd

(1 day)*

Certified Lean Six Sigma Green Belt

* Project preparation may take 3 to 6 months.

Course Details

WSQ Establish Lean Six Sigma Methodology

Lean Six Sigma methodology is used in many industries because of the drive to enhance innovation and productivity. This programme gives participants a comprehensive understanding of how Lean Six Sigma works to generate the benefits it offers. Participants will receive an overview of the key principles, strategies and tools used in Lean Six Sigma initiative and how this methodology can get and keep your organisation on the road to success.

This course will also feature a process simulation activity – Dot simulation that will give participants a first-hand look at how DMAIC tools are applied.

The Lean Six Sigma course focuses on process improvement through waste elimination and variation reduction. It is applied on processes that are inefficient and ineffective. The application of tools are not restricted to manufacturing or engineering processes, it could also be applied to transactional process in Human Resources, Finance or Customer Services.

This course will enable participants to improve process efficiency and effectiveness for productivity and innovation gain.

Course dates:

- 24 to 28 August 2015 (Registration closing date: 10 August 2015)
- 12 to 16 October 2015 (Registration closing date: 28 September 2015)

Duration: 4.5 days

Fee: \$515.21 (after WSQ 70% subsidy, inclusive of GST)

Prerequisite: None

WSQ Applying Statistics for Lean Six Sigma

WSQ Applying Statistics for Lean Six Sigma builds measurement and analytical skills that enable more refined and sophisticated use of data. These newly acquired skills and techniques then become the “power tools” which all Lean Six Sigma Practitioners apply when charts, graphs and “descriptive” data methods fall short.

Besides learning to apply these analytical methods, this course will place emphasis on when and why statistical tools should be applied in order to add value to the organisation.

Course dates:

- 14 to 17 September 2015 (Registration closing date: 31 August 2015)
- 17 to 20 November 2015 (Registration closing date: 3 November 2015)

Duration: 3.5 days

Fee: \$453.25 (after WSQ 70% subsidy, inclusive of GST)

Prerequisite: None

Lean Six Sigma Green Belt Certification administered by Pivotal Resources Asia Pte Ltd

- Prerequisite: Course participants must complete both the WSQ Lean Six Sigma courses.
- This certification option is made available to participants within six months of their successful completion of the second WSQ Lean Six Sigma course.
- Project briefing (0.5 day) and Project Presentation (0.5 day).
- Project must focus on process improvement.
- Project must demonstrate process improvement through waste elimination and/or variation reduction.
- Project must follow the DMAIC methodology and the application of Lean and/or Six Sigma tools.
- Successful Project Completion and Review - The candidate will submit a storyboard for their completed project. An evaluator will conduct an oral project review, during which the candidate will answer questions about the project activities and results.

Duration: 1 day

Fee: \$400.00 (inclusive of GST) payable directly to Pivotal Resources Asia Pte Ltd

For more details on the Certification and Registration, please email us at cce@ntu.edu.sg

For more information about the WSQ Lean Six Sigma Courses and Lean Six Sigma Green Belt Certification, please contact NTU Centre for Continuing Education.

General line: (+65) 6790 4212 | Fax: (+65) 6774 2911 | Email: cce@ntu.edu.sg

www.ntu.edu.sg/cce

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Scan code to
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of the course calendar.

