



NANYANG
TECHNOLOGICAL
UNIVERSITY

College of Professional and Continuing Education

COURSE CALENDAR JULY - DECEMBER 2016

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.

www.ntu.edu.sg/cce



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FUNDED COURSES



WSQ PE GRADUATE DIPLOMA IN DESIGN AND PROCESSES

The Precision Engineering Workforce Skills Qualifications (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 this programme 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 elective modules to qualify for the WSQ PE Graduate Diploma Qualification.

CAT B Grant Fee Subsidy (SG/SPR) and up to

• **90%** fee subsidy under Enhanced Training Support for SME (ETSS)

• **90%** fee subsidy under SkillsFuture Mid-Career Enhanced Subsidy (MCES)

• **95%** fee subsidy under Workfare Training Support (WTS)

CORE MODULES	ELECTIVE MODULES
<ul style="list-style-type: none"> • WSQ Geometric Dimensioning & Tolerancing • WSQ Implement Optical Metrology 	<ul style="list-style-type: none"> • WSQ Manage High Vacuum Technology • WSQ Design for Assembly in Manufacturing • WSQ Tolerance Stackup and Analysis in Mechanical Design • WSQ Lean Six Sigma Methodology • WSQ Apply Statistics for Lean Six Sigma

Criteria for WSQ Funding

To be eligible for course fee funding, participants;

- Must be a Singaporean or Permanent Resident of Singapore
- Must achieve at least 75% attendance and pass all required assessments
- Eligibility acceptance subject to WDA's final approval 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.

Certification and Accreditation

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



EMPLOYMENT AND EMPLOYABILITY INSTITUTE (e2i) SUPPORTED COURSES

The e2i funding aims to support Engineers and Professionals, Managers and Executives (PMEs) in upgrading their horizontal and vertical skills and increase their current competency level in their relevant industries.

Criteria for e2i Funding

To be eligible for course fee funding, participants;

- Must be a Singaporean or Permanent Resident of Singapore
- Must achieve at least 75% attendance

Participants who do not fulfil the above criteria are not eligible for e2i funding and are required to pay the course fee in full. Funding placement is on a first-come-first-served basis.

A Certificate of Completion will be awarded at the end of the course.

Funded courses listed below

HORIZONTAL SKILLS	VERTICAL SKILLS
<ul style="list-style-type: none"> • Practical Business Finance for Non-Financial Executives • Facilitative Leadership Skills Workshop • Achieving Excellence in Technical Writing • Designing and Delivering Effective Technical Presentations • Critical Thinking for Innovation and Peak Performance 	<ul style="list-style-type: none"> • Applied HAZOP for Engineers • Failure Analysis and Prevention for Engineering Materials, Structures and Devices • Developing Object-Oriented Applications in C++ • Using C Language Effectively for Embedded Systems • Software Optimisation for Embedded Systems • Using Linux for the Internet of Things • Real Time Embedded Software for the Real World • Cloud Computing Security and Compliance 101

Up to **40%** course fee subsidy

FUNDED COURSES

NATIONAL SILVER ACADEMY (NSA) SUPPORTED COURSES

The NSA subsidy aims to encourage and support seniors in lifelong learning by broadening the learning options and breaking down barriers to provide affordable learning. Courses supported by NSA are in areas which are more life-skills-oriented.

Criteria for NSA Subsidy

To be eligible for course fee subsidy, participants;

- Must be Singaporean
- Must be at the age of 50 and above during the year of the course
- Must not have attended more than 3 NSA supported courses from NTU
- Subsidy placement is on a first-come-first-served basis.

A Certificate of Completion will be awarded at the end of the course.

Subsidised courses listed below

LIFE-SKILLS-ORIENTED COURSES	
Achieving Peak Performance with Mental Skills, Emotional Strength & Team Approach	Android App Development in a Day
Capitalising on Productive Emotions	Creative Thinking Made Easy
Enhancing Wellness & Resilience for Successful Life & Work	Managing Difficult People
Read Faster! Memorise Better! Think Clearer!	Secret to Motivating Your Team
Social Networking for Professional Success	Stay Calm and Stand Up: Becoming more Assertive in the Workplace
Warrior or Worrier? Conflict Resolution and Stress Management Strategies	

OTHER FUNDING

UNION TRAINING ASSISTANCE PROGRAMME (UTAP)

UTAP is an individual skills upgrading account specially for NTUC members. Under the NTU and NTUC collaboration a total of 47 short courses are eligible for UTAP funding support. Union members enjoy UTAP funding at 50% of the unfunded course fees capped at \$250 per year.

Refer to www.ntuc.org.sg for more funding details.

Refer to www.ntu.edu.sg/cce for more course details

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 Apply 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 <ul style="list-style-type: none"> Modular course structure Accelerated pathway to Lean Six Sigma Green Belt 	Cost Saving <ul style="list-style-type: none"> CAT B Grant fee subsidy for WSQ Lean Six Sigma courses Obtain Lean Six Sigma Green Belt through WSQ courses 	Double Certifications <ul style="list-style-type: none"> WSQ Statement of Attainment (SOA) Lean Six Sigma Green Belt Certification (Pivotal Resources Asia Pte Ltd)
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PATHWAY TO LEAN SIX SIGMA GREEN BELT

WSQ Establish Lean Six Sigma Methodology (4.5 days) >>>	WSQ Apply 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
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* Project preparation may take 3 to 6 months

COURSE DETAILS

WSQ ESTABLISH LEAN SIX SIGMA METHDOLOGY	WSQ APPLY STATISTICS FOR LEAN SIX SIGMA
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.	WSQ Apply 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.

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 WSA Lean Six Sigma course

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



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	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	Practical Business Finance for Non-Financial Executives ■■■	Mr Dave Yeo	\$631.30	2				31 Oct - 1 Nov	28-29	
A3	DIY Analytics - Making Data-Driven Decisions for a More Profitable Business ■■	Mr Francis Tay	\$631.30	2	12-13				8-9	
A4	Effective Event Management ■■	Ms Lina Tan	\$631.30	2				6-7		8-9
A5	Effective People & Team Performance Management for Non-HR Managers ■	Dr Kevin Fernando	\$631.30	2	4-5					
A6	From Strategy to Action ■	Dr Alvin Oh	\$631.30	2		18-19		20-21		
A7	Innovating for Results ■■	Dr Alvin Oh	\$631.30	2			15-16		3-4	
A8	Managing Your Business Knowledge Assets ■	Mr Francis Tay	\$631.30	2		16-17		11-12		
A9	Project Management Appreciation ■■	Mr John Teo	\$631.30	2		24-25			23-24	
CUSTOMER SERVICE										
No.	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			7-8		15-16	
A11	Effective Communication Skills for Healthcare Professionals	Dr Victor Teoh	For in-house arrangements only							
HR DEVELOPMENT										
No.	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			1			1
A14	Performance Management and Appraisals ■	Ms Anne Leong	\$631.30	2	28-29					
A15	Strategic Thinking & Dynamic Management for Middle Managers ■	Dr Kevin Fernando	\$631.30	2		22-23		18-19		
LEADERSHIP, COACHING & TEAMBUILDING										
No.	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		29-30		13-14		
A17	Coaching & Mentoring Workshop ■■	Ms Anne Leong	\$631.30	2				17-18		
A18	Collaborative Performance Management & Coaching ■	Ms Anne Leong	\$631.30	2		30-31				
A19	Effective Counselling Skills ■■	Dr Alvin Oh	\$631.30	2	7-8		1-2			
A20	Essential Skills for New Managers ■	Mr Daniel Theyagu	\$631.30	2				26		
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		24-25		10-11		
A23	Leading Beyond Managing ■	Dr Alvin Oh	\$631.30	2		4-5		6-7		
A24	Social Intelligence for Leaders - How to Be a Positive Influence in the People You Lead ■■	Mr Daniel Theyagu	\$374.50	1		17		26		
A25	Solution Focused Coaching for Managers ■	Ms Marion Agnes Neubronner	\$374.50	1			2			2
A26	Strategic Operations Leadership ■	Dr Kevin Fernando	\$631.30	2			8-9			
A27	The Art of Managing People ■■	Mr John Ong	\$631.30	2						5-6
A28	Tough Problem Solving Through Systems Thinking ■■	Mr Richard Lim	\$631.30	2			20-21		1-2	

Legend:

- CME - Qualify for Continuing Medical Education unit by SMC
- e2i - Employment and Employability Fee Subsidy available
- PDU - Qualify for Professional Development Unit by PEB
- SFC - SkillsFuture Credits approved courses
- WSQ - WDA Fee Subsidy available
- NSA - National Silver Academy supported courses
- UTAP - Union Training Assistance Programme



Excellence in Technical Writing

Dr Heah is very knowledgeable about the language and report writing. I have learnt and re-learnt things 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	Jul	Aug	Sep	Oct	Nov	Dec
B1	Advanced Negotiation Skills ■■	Mr John Teo	\$631.30	2		18-19		6-7		
B2	Negotiation Skills ■■	Mr John Teo	\$374.50	1			27			16
ARTICULATION SKILLS										
No.	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		22-23				1-2
B5	KPI: Keys to Persuasion and Influence ■	Mr Michael Lum	\$631.30	2		25-26		24-25		
COMPOSITION SKILLS										
No.	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		18-19		20-21		
B8	Achieving Excellence in Technical Writing ■■■	Dr Huang Minting / Dr Carmel Heah	\$631.30	2	14-15				3-4	12-13
B9	Creative Posters and Invitations for Marketing ■■	Mdm Peggy Poo	\$631.30	2		4-5				
B10	Generating Creative Ideas to Design Effective Graphics ■■	Mdm Peggy Poo	\$631.30	2			5-6			
PRESENTATION SKILLS										
No.	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
B11	Designing and Delivering Effective Technical Presentations ■■■	Dr Carmel Heah	\$631.30	2	11-12		26-27			15-16
B12	Media Management ■■	Ms Bhavani Krishnasamy	\$631.30	2					17-18	
B13	Situation-specific Presentation Skills ■■	Ms Anne Leong	\$888.10	3					21-23	

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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	Jul	Aug	Sep	Oct	Nov	Dec
C1	Principles and Fundamentals of Facilities Management ■■	Dr Kang Kok Hin	\$417.30	1		3		3		
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 ■■	Dr Kang Kok Hin	\$417.30	1		2		4		
ELECTRICAL & ELECTRONIC ENGINEERING										
No.	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	Assoc Prof Tan Cher Ming			For in-house arrangements only					
C5	Design and Analysis of Feedback Control Systems for Real-world Applications - Basic Control	Assoc Prof Tan Cher Ming			For in-house arrangements only					
C6	Understanding Common Converter and Drive Harmonics, Cost Analysis and Mitigation Techniques ■■	Assoc Prof Ali Iftekhhar Maswood	\$834.60	2	Not available at print. Check website.					
MATERIALS ENGINEERING										
No.	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
C7	Basic Orthopaedic Biomechanics - Part II ■■	Assoc Prof Chou Siaw Meng / Dr Denny Lie / Dr Andy Yew	\$449.40	1.5	22-23					
C8	Failure Analysis and Prevention for Engineering Materials, Structures and Devices ■■	Assoc Prof Xiao Zhongmin / Asst Prof Sridhar Idapalapati	\$1,048.60	3					14-16	
C9	Pressure Vessels and Piping - Analysis for Design	Assoc Prof Ong Lin Seng / Assoc Prof Ng Heong Wah			For in-house arrangements only					
C10	Supply-Chain Coordination and Management Strategies	Assoc Prof Rajesh Piplani			For in-house arrangements only					
C11	Fracture Mechanics Concepts for Assessment of Crack-Like Flaws	Dr John H.L Pang			For in-house arrangements only					

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WSQ GRADUATE DIPLOMA IN DESIGN AND PROCESSES (PRECISION ENGINEERING)										
No.	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
C12	WSQ Manage High Vacuum Technology ■■■■	Assoc Prof Joshi Sunil C.	\$1,625.33	4			26,27, 29,30			
C13	WSQ Geometric Dimensioning & Tolerancing ■■■■	Prof Lye Sun Woh	\$1,717.35	4.5			26,27, 29,30 - Sept, 3 Oct		14,15, 17,18, 21	
C14	WSQ Tolerance Stackup and Analysis in Mechanical Design ■■■■	Prof Lye Sun Woh	\$1,809.37	5						12,13, 15,16, 19
C15	WSQ Design for Assembly in Manufacturing ■■■■	Assoc Prof Stephen Lee	\$1,625.33	4			26,27, 29,30			
C16	WSQ Implement Optical Metrology ■■■■	Assoc Prof Murukeshan	\$1,625.33	4	21,22, 25,26		22,23, 26,27			
C17	WSQ Apply Statistics for Lean Six Sigma ■■■■	Mr Yoong Fook Loy Mdm Jackie Lim	\$1,510.84	3.5		22-25	27-30	3-6	15-18	5-8
C18	WSQ Establish Lean Six Sigma Methodology ■■■■	Mr Yoong Fook Loy Mdm Jackie Lim	\$1,717.35	4.5		1-5	29 Aug - 2 Sept	10-14	28 Nov - 2 Dec	
QUALITY ASSURANCE										
No.	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
C19	Design of Experiment (DOE)	Assoc Prof Wu Zhang	For in-house arrangements only							
C20	Facilitative Leadership Skills ■■■■	Mr Yoong Fook Loy	\$834.60	2				20-21		
C21	Lean Advance Training	Mr Yoong Fook Loy	For in-house arrangements only							
C22	Six Sigma DMAIC Project Team Workshop	Mr Yoong Fook Loy	For in-house arrangements only							
C23	Applied HAZOP for Engineers ■■■■	Mr Thia Cheong Meng	\$834.60	2						15-16
C24	Systems Thinking and Process Improvement ■■	Dr Yeo Khim Teck	\$834.60	2			26-27		28-29	

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Advanced Negotiation Skills

The course trainer has elaborated the seemingly complex negotiation skills in tremendously interesting manner. Well done!

Tang Eng Gee
 Manager
 W.L. Gore & Associates (Pacific) Pte Ltd

Personal Development

PERSONAL DEVELOPMENT										
No.	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	7-8			6-7		
D2	Creative Thinking Made Easy ■■■	Mr John Teo	\$374.50	1	11		23			
D3	Critical Thinking for Innovation and Peak Performance ■■■	Mr Daniel Theyagu	\$631.30	2		18-19	26-27		3-4	14-15
D4	Capitalising on Productive Emotions ■■■	Mr John Ong	\$374.50	1		12				9
D5	Enhancing Wellness & Resilience for Successful Life & Work ■	Mr Richard Lim	\$631.30	2		3-4			7-8	
D6	Managing Difficult People ■■	Ms Eliza Quek	\$374.50	1			7			
D7	Read faster! Memorise better! Think clearer! ■■	Mr Daniel Theyagu	\$631.30	2			19-20			1-2
D8	Secret to Motivating Your Team ■■	Mr John Ong	\$374.50	1	5				11	
D9	Stay Calm and Stand Up: Becoming More Assertive in the Workplace ■■	Mr Michael Lum	\$631.30	2	21-22		22-23			
D10	Social Networking for Professional Success ■■	Ms Marion Agnes Neubronner	\$374.50	1	29					13
D11	Warrior or Worrier? Conflict and Stress Management ■■	Mr Michael Lum	\$631.30	2			1-2	20-21		



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

IT & Information Studies

SOFTWARE ENGINEERING										
No.	Course Title	Trainer(s)	Fee	Days	Jul	Aug	Sep	Oct	Nov	Dec
E1	Using C Language Effectively for Embedded Systems ■■■	Mr Philip Teng	\$1,123.50	3				12-14		
E2	Android App Development in A Day ■■■■	Mr Ravi Suppiah	\$417.30	1	28		26		14	
E3	Cloud Computing Security and Compliance 101 ■■■	Mr Kenneth Ho	\$834.60	2		25-26				
E4	Cloud Computing - What IT Auditors Need to Know ■■	Mr Kenneth Ho	\$1,048.60	3						19-21
E5	Linux Device Drivers for Embedded Systems ■■	Mr Philip Teng	\$1,155.60	3		31 Aug - 2 Sep				
E6	Using Linux for the Internet of Things ■■■	Mr Philip Teng	\$1,155.60	3		15-17			21-23	
E7	Developing Object-Oriented Applications in C++ ■■■	Assoc Prof Yow Kin Choong/ Mr Lee Kok Kee	\$1,358.90	4	4, 5, 7, 8					
E8	Real Time Embedded Software for the Real World ■■■	Mr Philip Teng	\$1,155.60	3		3-5		31 Oct - 2 Nov		
E9	Software Optimisation for Embedded Systems ■■■	Mr Philip Teng	\$834.60	2	14-15					14-15
E10	Software Development for Embedded Systems	Mr Philip Teng								

For in-house arrangements only

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 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 15 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 light refreshments.
- Complimentary parking at NTU@one-north is available for all course participants. Conditions apply.
- The closing date for registration is 2 weeks before start date, unless otherwise stated.
- Course commencement is subject to meeting the minimum number of registered participants.
- Funding placement 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 & Refund Policy:

CANCELLATION	REFUND
A written notification to cce@ntu.edu.sg or fax to 6774 2911 before course closing date.	Full Refund of course fee.
A written notification on or after course closing date.	No Refund of course fee. SkillsFuture Credit (if applicable): <ul style="list-style-type: none">• Participant to cancel their claim with WDA.• NTU-CCE reserves the rights to collect the full fee amount from the participant.

Replacement Policy:

- Company may replace their participants who have signed up for the course by giving a 3 days notice before course commencement.
- Replacement must match the enrolment criteria of the course.
- SkillsFuture Credit cannot be utilised for a replacement participant. Participant has to cancel their SkillsFuture credit claim with WDA.

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 programme allows 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

NANYANG TECHNOLOGICAL UNIVERSITY

Centre for Continuing Education

College of Professional and Continuing Education

11 Slim Barracks Rise (off North Buona Vista Road)

NTU@one-north campus, Executive Centre #05-01 Singapore 138664

Tel: (+65) 6790 4212 • Email: cce@ntu.edu.sg

Scan code to
download softcopy of
the course calendar.

