

# BE READY FOR THE FUTURE

2018 TRAINING CALENDAR





Programme		Duration	Grant			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			SDF	Skills Future Credit	UTAP												
<b>Finance Courses</b>																	
★	Accounting for Non-Finance Professional	2 Days	Yes	Yes		25-26	22-23	19-20	26-27	21-22	21-22	23-24	30-31	13-14	11-12	8-9	10-11
★	Basic Accounting	2 Days	Yes	Yes		22-23	26-27	22-23	23-24	24-25	25-26	26-27	13-14	3-4	15-16	12-13	17-18
★	Costing and Budgeting	2 Days	Yes	Yes				5-6			4-5		27-28			1-2	
★	Excel Course for Accounting Professional	2 Days	Yes	Yes			20-21		19-20	17-18	7-8	5-6	6-7	6-7	8-9	15-16	6-7
	Balance Score Card Course	1 Day	Yes	Yes		Call for dates											
★	GST Course On Logistic Industry	2 Days	Yes	Yes				26-27				30-31					26-27
	Strategy Development and Strategic Thinking	2 Days	Yes	Yes		Call for dates											
<b>Finance Software Courses</b>																	
★	XERO	2 Days	Yes	Yes							18-19	16-17	16-17	10-11	22-23	19-20	13-14
★	QuickBook	2 Days	Yes	Yes								9-10	20-21	17-18	1-2	1-2	3-4
★	MYOB - Beginner	1 Day	Yes	Yes		15		12	9	2	26	19	2	20	18	22	3
★	MYOB - Advanced	1 Day	Yes	Yes		16		13	10	3	27	20	3	21	19	23	4
★	MYOB - Beginner and Advanced	2 Days	Yes	Yes		16		13	9-10	2-3	26-27	19-20	2-3	20-21	18-19	22-23	3-4
<b>Project Management</b>																	
★	MS Project Basic & Intermediate	2 Days	Yes	Yes			1-2		2-3	3-4			2-3		8-9		3-4
★	PMP Certification Training	4 Days	Yes	Yes		8-11			9-12			16-19			1-4		
<b>Service Management</b>																	
★	ITIL V3 Foundation	3 Days	Yes	Yes				28-30			11-13	16-18	13-15	17-19	29-31		
<b>Soft Skills</b>																	
★	Effective Facilitation Skills	2 Days	Yes	Yes				15-16			25-26			13-14		19-20	
★	Effective Writing for Business	2 Days	Yes	Yes		18-19	22-23	26-27	16-17		18-19	23-24	16-17	24-25	29-30	26-27	6-7
★	Effective Presentation Skill	2 Days	Yes	Yes			8-9				7-8				15-16		
★	Effective Communication Skill	1 Day	Yes	Yes		17		21		23	29	18	24	19	12	14	5
★	Grammar Essential	1 Day	Yes	Yes				9		28	13	26		6		12	
	Conflict Management	1 Day	Yes	Yes		Call for dates											
	Email Etiquette	1 Day	Yes	Yes					11					3		22	
	Problem-Solving Skills	2 Days	Yes	Yes		Call for dates											
	Motivating Skill	1 Day	Yes	Yes		Call for dates											
	Effective Negotiation Skill	2 Days	Yes	Yes			5-6				11-12				8-9		
	Personal Effectiveness	1 Day	Yes	Yes			2			4			29		10		
	Adapt to Change	2 Days	Yes	Yes		Call for dates											
★	Time and Stress Management	1 Day	Yes	Yes		24		7		9		25				28	
	Public Speaking	1 Day	Yes	Yes		Call for dates											
	Creating a Happy and Productive Workplace	1 Day	Yes	Yes		Call for dates											
	Delegating Skills for Better Performance	1 Day	Yes	Yes		Call for dates											
	Handling Difficult Customers	2 Days	Yes	Yes		Call for dates											
	Customer Service Via Phone & Email	1 Day	Yes	Yes			14				4			4			
<b>Team Building &amp; Leadership</b>																	
	Building and Leading Effective Teams	2 Days	Yes	Yes		Call for dates											
	Effective Leadership	2 Days	Yes	Yes		11-12				17-18				13-14			
	Apply Teamwork at Workplace	2 Days	Yes	Yes		Call for dates											
<b>Fresh Graduates &amp; Job Seekers</b>																	
	Resume Writing and Interview Skills Workshop	1 Day				5			6	23	20		15		17	23	
	Personal Effectiveness	1 Day	Yes	Yes			2			4			3			2	
	Online Resume Services	1 Day						5			4			3			3

★ Popular Trainings

Note: For updated funding information, please visit [www.vteach.com.sg/fundings.html](http://www.vteach.com.sg/fundings.html) or call us at 6673 4479

### Grant & Discounts

- SkillsFuture Credit (For individual singaporean, age 25 years and above)
- SDF Grant (Through the Skills Development Fund (SDF), employers can enjoy grants for staff training. Funding rates is S\$2/hour).
- UTAP Funding (NTUC members enjoy 50% unfunded course fee support for up to \$250 each year under).
- Group Discount of 10% for Three or more participants for the same course and date.
- Special discount for in-house training conducted at your preferred location and dates.
- We also conduct customized training at special rates for all companies.

### Corporate training programme:

All of the courses above can be run in-house at the comfort of your own location and time which is more cost effective for your company. It can be also customized tailored to the organization's needs and objective.



**Why VTeach?**

- Best in Class Deliverables
- Proven Training Methodology
- Highly Qualified Trainers
- Complete Course Materials
- Affordable Price

Some of Our Prestigious Participants are from:



For more information,  
 Call: (65) 6673 4479  
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**Our Training Location**  
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The information provided in this publication are subject to change.  
 VTeach Pte Ltd reserves the right to update the information provided in this publication at any time without prior notice.

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