

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												
Finance Courses																
★ Accounting for Non-Finance Professional	2 Days	Yes	Yes		25-26	22-23	19-20	26-27	21-22	28-29	23-24	30-31	24-25	22-23	22-23	17-18
★ Basic Accounting	2 Days	Yes	Yes		22-23	26-27	22-23	23-24	24-25	25-26	26-27	27-28	27-28	25-26	19-20	6-7
★ Costing and Budgeting	2 Days	Yes	Yes				5-6		30-31			6-7			29-30	
★ Excel Course for Accounting Professional	2 Days	Yes	Yes			20-21		19-20			21-22		23-24		29-30	
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											
★ MYOB - Beginner	1 Day	Yes	Yes		15		12		7		9		17		12	
★ MYOB - Advanced	1 Day	Yes	Yes		16		13		8		10		18		13	

Project Management																
★ Microsoft Project (Level 1 & 2)	2 Days	Yes	Yes			1-2			3-4			2-3			1-2	
★ PMP Certification Training	4 Days	Yes	Yes		8-11			9-12			16-19			1-4		

Service Management																
★ ITIL V3 Foundation	2 Days	Yes	Yes				28-29				30-31				29-30	

Soft Skills																
★ Effective Facilitation Skills	2 Days	Yes	Yes			15-16			4-5			10-11				
★ Effective Writing for Business Communication	2 Days	Yes	Yes		18-19	22-23	26-27	16-17	24-25	18-19	23-24	20-21	24-25	29-30	26-27	13-14
★ Effective Presentation Skill	2 Days	Yes	Yes			8-9				7-8				15-16		
★ Effective Communication Skill	1 Day	Yes	Yes		17		21		23		18		12		14	
Grammar Essential for Business Writing	1 Day	Yes	Yes				9				8		7			7
Conflict Management	1 Day	Yes	Yes		Call for dates											
Email Etiquette	1 Day	Yes	Yes					11				8				
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			3				2
Adapt to Change	2 Days	Yes	Yes		Call for dates											
★ Time and Stress Management	1 Day	Yes	Yes		24		7		9		11		5		7	
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			

Team Building & Leadership																
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											

Fresh Graduates & Job Seekers																
Resume Writing and Interview Skills Workshop	1 Day				5			6			6			5		
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 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.