

# 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	28-29	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		15-16		12-13	9-10	2-3	28-29	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	18		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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 Website: [www.vteach.com.sg](http://www.vteach.com.sg)  
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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.

Updated in May 2018 Ver 1.3