

TRAINING CALENDAR

2019

Be Ready for the Future



VTeach Pte Ltd is a Training Organisation providing high quality and interactive hands-on training delivered by an enviable team of qualified, expert and highly experienced trainers. VTeach has been established to address the training needs of both individuals and corporate companies. We believe good foundation is essential in today's business world. As a committed training provider, we strive to deliver effective training programmes for a lifelong learning experience to enhance your productivity.

Our Mission

We aspire to deliver effective and quality training to make a big difference to your productivity.



Programme	Duration	Grant			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		SDF	Skills Future Credit	UTAP												
Microsoft Office Courses																
★ Microsoft Office: Word, Excel & PowerPoint	3 Days	Yes	Yes		30 - 1	18 - 20	18 - 20	15 - 17	15 - 17	12 - 14	15 - 17	14 - 16	16 - 18	14 - 16	13 - 15	9 - 11
MS Word (Basic)	1 Day	Yes	Yes			11	11	11		17		19		24	14	
MS Word (Intermediate)	1 Day	Yes	Yes			12	12	12		18		20		25	15	
★ MS Word (Basic & Intermediate)	2 Days	Yes	Yes			11 - 12		11 - 12		17 - 18		19 - 20		24 - 25	14 - 15	
MS Word (Advanced)	1 Day	Yes	Yes		Call for dates											
MS Excel (Basic)	1 Day	Yes	Yes		17	7	4	17	9	3	18	5	19	17	18	5
MS Excel (Basic) - Weekend	1 Day	Yes	Yes		5	2	9	20	4	8	6	3	7	5	9	7
MS Excel (Intermediate)	1 Day	Yes	Yes		18	8	5	18	10	4	19	6	20	18	19	6
MS Excel (Intermediate) - Weekend	1 Day	Yes	Yes		12	9	16	27	11	15	13	10	14	12	16	14
★ MS Excel (Basic & Intermediate)	2 Days	Yes	Yes		17 - 18	7 - 8	4 - 5	17 - 18	9 - 10	3 - 4	18 - 19	5 - 6	19 - 20	17 - 18	18 - 19	5 - 6
★ MS Excel (Basic & Intermediate) - Weekend	2 Days	Yes	Yes		5 & 12	2 & 9	9 & 16	20 & 27	4 & 11	8 & 15	6 & 13	3 & 10	7 & 14	5 & 12	9 & 16	7 & 14
★ MS Excel (Advanced)	2 Days	Yes	Yes		28 - 29	19 - 20	14 - 15	29 - 30	23 - 24	10 - 11	25 - 26	22 - 23	23 - 24	24 - 25	25 - 26	12 - 13
★ MS Excel (Advanced) - Weekend	2 Days	Yes	Yes			16 & 23		6 & 13		22 & 29		17 & 24	21 & 28	19 & 26	23 & 30	
★ MS Excel Masterclass (Basic, Intermediate & Advanced)	3 Days	Yes	Yes				4 - 6					5 - 7			18 - 20	
★ MS Excel VBA (Visual Basic for Applications)	3 Days	Yes	Yes		28 - 30	25 - 27	25 - 27	22 - 24	13 - 15	26 - 28	29 - 31	26 - 28	25 - 27	29 - 31	25 - 27	
Data Analysis Expressions (DAX)	1 Day	Yes	Yes		Call for dates											
★ Microsoft Excel: Data Analysis with Power Pivot	1 Day	Yes	Yes		23	1	1	10		14	8	1	2	2	1	4
MS PowerPoint (Basic)	1 Day	Yes	Yes		14		7		13				9		7	
MS PowerPoint (Intermediate)	1 Day	Yes	Yes		15		8		14				10		8	
★ MS PowerPoint (Basic & Intermediate)	2 Days	Yes	Yes		14 - 15		7 - 8		13 - 14		15 - 16		9 - 10		7 - 8	
MS PowerPoint (Advanced)	2 Days	Yes	Yes		Call for dates											
MS Access (Basic)	1 Day	Yes	Yes			21		8		10			12		11	
MS Access (Intermediate)	1 Day	Yes	Yes			22		9		11			13		12	
★ MS Access (Basic & Intermediate)	2 Days	Yes	Yes			21 - 22		8 - 9		10 - 11			12 - 13		11 - 12	
MS Access (Advanced)	1 Day	Yes	Yes													
MS Outlook (Basic & Intermediate)	2 Days				Call for dates											
IT Courses																
★ Adobe Photoshop	2 Days	Yes	Yes		28 - 29		11 - 12	29 - 30		6 - 7		1 - 2		3 - 4		2 - 3
Adobe InDesign	2 Days	Yes	Yes			27 - 28		22 - 23		27 - 28			19 - 20		21 - 22	
Adobe Illustrator	2 Days	Yes	Yes			7 - 8			6 - 7		29 - 30		5 - 6		28 - 29	
★ Web Design with HTML and CSS	2 Days	Yes	Yes		24 - 25		21 - 22	25 - 26		24 - 25		26 - 27		21 - 22		9 - 10
★ Web Design with HTML, and CSS - Weekend	2 Days	Yes	Yes		5 & 12		23 & 30		4 & 11				7 & 14		9 & 16	
★ Web Design Using WordPress	2 Days	Yes	Yes		16 & 17		4 - 5		6 - 7	17 - 18	4 - 5		26 - 27	7 - 8		5 - 6
Marketing Courses																
★ Digital and Social Media Marketing (Foundation)	1 Day	Yes	Yes	Yes		13		10		19		21		16		5
★ Search Engine Optimisation (SEO) Training	1 Day	Yes	Yes		10	11	18	11	16	6	18	7	16		4	2
★ Search Engine Optimisation (SEO) Training - Weekend	1 Day	Yes	Yes				9		4		6		7		23	7
★ Google AdWords Training	1 Day	Yes	Yes		11	12	19	12	17	7	19	8	17		5	3
★ Google AdWords Training - Weekend	1 Day	Yes	Yes				16		11		13		14		30	14
★ Search Engine Optimisation & Google Adwords	2 Days	Yes	Yes		10 - 11	11 - 12	18 - 19	11 - 12	16 - 17	6 - 7	18 - 19	7 - 8	16 - 17	8 - 9	4 - 5	2 - 3
★ Search Engine Optimisation & Google Adwords - Weekend	2 Days	Yes	Yes				9 & 16		4 & 11		6 & 13		7 & 14		23 & 30	7 & 14
Project Management																
★ Microsoft Project (Basic & Intermediate)	2 Days	Yes	Yes		24 - 25	14 - 15		4 - 5	6 - 7	20 - 21		29 - 30	26 - 27	3 - 4	4 - 5	
★ PMP Certification Exam Preparation	5 Days	Yes	Yes				11 - 15				22 - 26			21 - 25		
ITIL Foundation Training	3 Days	Yes	Yes				25 - 27		27 - 29			26 - 28			27 - 29	
★ Introduction to Project Management	1 Day	Yes	Yes				6			19			25			
★ Essential Skills for Managers	1 Day	Yes	Yes				20			12			18		20	
★ Introduction to Risk Management	2 Days	Yes	Yes			25 - 26				24 - 25			2 - 3		25 - 26	
★ Introduction to Agile	1 Day	Yes	Yes			13		8			24		23	23		
★ Agile & Scrum Foundation	3 Days	Yes	Yes				27 - 29			26 - 28			2 - 4			

Programme	Duration	Grant			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		SDF	Skills Future Credit	UTAP												
Finance Courses																
★ Accounting for the Non-Finance Professional	2 Days	Yes	Yes		10 - 11	18 - 19	18 - 19	15 - 16	16 - 17	17 - 18	18 - 19	19 - 20	16 - 17	14 - 15	18 - 19	16 - 17
★ Basic Accounting	2 Days	Yes	Yes		14 - 15	11 - 12	11 - 12	11 - 12	13 - 14	13 - 14	11 - 12	15 - 16	12 - 13	10 - 11	11 - 12	12 - 13
★ Basic Accounting - Weekend	2 Days	Yes	Yes			16 & 23		13 & 20		8 & 15		10 & 17		19 & 26		7 & 14
★ Costing and Budgeting	2 Days	Yes	Yes			14 - 15		15 - 16		10 - 11		7 - 8		30 - 31	14 - 15	
★ Effective Financial Statement Analysis	2 Days	Yes	Yes													
★ Excel Course for Accounting Professional	2 Days	Yes	Yes		21 - 22	21 - 22	21 - 22	17 - 18	21 - 22	20 - 21	22 - 23	5 - 6	5 - 6	10 - 11	11 - 12	12 - 13
★ Basic Accounting Using Xero	2 Days	Yes	Yes			25 - 26		4 - 5		24 - 25		29 - 30		7 - 8		9 - 10
MYOB - Beginner	1 Day	Yes	Yes		21	21	21	25	21	20	22	22	23	21	21	16
MYOB - Advanced	1 Day	Yes	Yes		22	22	22	26	22	21	23	23	24	22	22	17
★ MYOB Beginner & Advanced	2 Days	Yes	Yes		21 - 22	21 - 22	21 - 22	25 - 26	21 - 22	20 - 21	22 - 23	22 - 23	23 - 24	21 - 22	21 - 22	16 - 17
★ QuickBooks Online (Cloud) Accounting Software	2 Days	Yes	Yes		14 - 15		14 - 15		2 - 3		4 - 5		5 - 6		4 - 5	16 - 17
Soft Skills																
★ Effective Communication Skills	1 Day	Yes	Yes		16	13	13	18	15	19	17	14	18	16	13	11
★ Effective Writing for Business	2 Days	Yes	Yes		21 - 22	25 - 26	7 - 8	8 - 9	9 - 10	3 - 4	8 - 9	5 - 6	9 - 10	10 - 11	7 - 8	2 - 3
★ Resume Writing and Interview Skills Workshop	1 Day	No	No		11		13		29		10		11		6	11
★ Grammar Essentials	1 Day	Yes	Yes		25	28	28	24		26	24	2	11	9	1	4
Strategic Thinking and Planning	2 Days	Yes	Yes			27 - 28			9 - 10			22 - 23			6 - 7	
Time and Stress Management	1 Day	Yes	Yes		23		20			12		21		9		4
Email Etiquette	1 Day	Yes	Yes													
Problem-Solving Skills	2 Days	Yes	Yes													
Motivating Skill	1 Day	Yes	Yes													
Effective Facilitation Skill	2 Days	Yes	Yes		17 - 18			25 - 26			15 - 16			14 - 15		
Effective Negotiation Skill	2 Days	Yes	Yes													
Effective Presentation Skill	2 Days	Yes	Yes													
Personal Effectiveness	1 Day	Yes	Yes													
Public Speaking	1 Day	Yes	Yes													
Customer Service Via Phone & Email	1 Day	Yes	Yes													
Team Building & Leadership																
Building and Leading Effective Teams	2 Days	Yes	Yes			27 - 28										
Leadership Skills	1 Day	Yes	Yes			18		24		13		16		7		6

★ 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).
- 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.



Some of Our
Prestigious
Participants
are from:

Why VTeach?

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



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.