

PEOPLE DEVELOPMENT

Innovation Strategies
Self-Development
Communication
Human Resources

Contact Number: +65 6376 0777 | Email Address: learning@sqcentre.com

Innovation Strategies

	Course Duration (hrs)	Fee (\$S) Excl GST	Nett Fee (\$S) Incl GST	Nett Fee (\$S) after Training Grant*		
				SMEs	Non-SMEs/ Self-Sponsored	MCES
<ul style="list-style-type: none"> A Design Thinking Approach to Idea Generation and Selection TGS-2020505082 Funding Validity Period: 01 Aug 2020 - 31 Jul 2024 Jan 27 - 28 May 12 - 13 Aug 15 - 16 Sep 15 - 16 	16	\$ 590.00	\$ 631.30	\$ 218.30	\$ 336.30	\$ 218.30

In-Company Training

<ul style="list-style-type: none"> Creative Sparks! CS-CRSP-01 	Classroom-based learning	14	\$ 500.00	\$ 535.00	-	-	-
<ul style="list-style-type: none"> Design Thinking as a Strategy for Innovation CS-DTAS-02 	Classroom-based learning	14	\$ 750.00	\$ 802.50	-	-	-
<ul style="list-style-type: none"> Spinovator™ Toolkit - How to find Creative Solutions to Problems CS-TSTK-03 	Classroom-based learning	7	\$ 360.00	\$ 385.20	-	-	-

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Self-Development

		Course Duration (hrs)	Fee (\$S) Excl GST	Nett Fee (\$S) Incl GST
<ul style="list-style-type: none"> Handling Workplace Anger and Conflict SD-HWAA-09 Aug 3 Oct 5 Dec 7 	Classroom-based learning	7	\$ 480.00	-
<ul style="list-style-type: none"> Handling Workplace Anger and Conflict (Online Learning) SD-HWAC-10 Aug 2 Oct 4 Dec 6 	Virtual Classroom	7	\$ 480.00	-
<ul style="list-style-type: none"> Managing Stress and Staying Positive SD-MSAS-02 Jul 15 Sep 16 Nov 11 	Classroom-based learning	7	\$ 480.00	-
<ul style="list-style-type: none"> Managing Stress and Staying Positive (Online Learning) SD-MSSP-07 Jul 14 Sep 13 Nov 10 	Virtual Classroom	7	\$ 480.00	-
<ul style="list-style-type: none"> Supporting Your Boss Effectively SD-SUYB-08 Jul 8 Sep 9 Nov 9 	Classroom-based learning	7	\$ 480.00	-
<ul style="list-style-type: none"> Supporting Your Boss Effectively (Online Learning) SD-SYBE-09 Jul 5 Sep 6 Nov 8 	Virtual Classroom	7	\$ 480.00	-

In-Company Training

<ul style="list-style-type: none"> Building Relationships Using EQ (Online Learning) SD-BRUE-I-05 	Virtual Classroom	3.5	\$ 180.00	\$ 192.60
<ul style="list-style-type: none"> Growth Mindset for Working Professionals (Online Learning) SD-GMWP-01 	Virtual Classroom	7	\$ 280.00	\$ 299.60
<ul style="list-style-type: none"> Positive Influence and Conflict Management (Online Learning) SD-PICM-03 	Virtual Classroom	14	\$ 650.00	\$ 695.50
<ul style="list-style-type: none"> Proactive Time and Stress Management (Online Learning) SD-PTSM-I-06 	Virtual Classroom	7	\$ 380.00	\$ 406.60
<ul style="list-style-type: none"> Stretch Your Time - How to Get More Done in Less Time (Online Learning) SD-SYRT-04 	Virtual Classroom	7	\$ 440.00	\$ 470.80

* Classroom-based training will be conducted through virtual classroom until further notice. Terms and conditions apply.

^ Nett fee is inclusive of GST and subject to terms and conditions.

● SkillsFuture Credit can be used on top of existing government course subsidies to pay for a wide range of approved skills-related courses. All Singaporeans aged 25 and above will receive an opening credit of \$500. They will also receive a one-off SkillsFuture Credit top-up of \$500 that will expire by 31 Dec 2025.

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Communication

		Course Duration (hrs)	Fee (\$\$) Excl GST	Nett Fee (\$\$) Incl GST
<ul style="list-style-type: none"> Effective Writing and Emailing Skills C-EWAE-10 Jul 21 - 22 Sep 27 - 28 Nov 22 - 23 	Classroom-based learning	14	\$ 750.00	-
<ul style="list-style-type: none"> Effective Writing and Emailing Skills (Online Learning) C-EWES-11 Jul 19 - 20 Sep 20 - 21 Nov 15 - 16 	Virtual Classroom	14	\$ 750.00	-
<ul style="list-style-type: none"> Grammar for Business Communication C-GRBC-12 Oct 18 - 19 Dec 15 - 16 	Classroom-based learning	14	\$ 750.00	-
<ul style="list-style-type: none"> Grammar for Business Communication (Online Learning) C-GFBC-13 Oct 11 - 12 Dec 13 - 14 	Virtual Classroom	14	\$ 750.00	-
<ul style="list-style-type: none"> Skills for Positive Conversations C-SKPC-14 Aug 5 Oct 7 Dec 9 	Classroom-based learning	7	\$ 480.00	-
<ul style="list-style-type: none"> Skills for Positive Conversations (Online Learning) C-SFPC-15 Aug 4 Oct 6 Dec 8 	Virtual Classroom	7	\$ 480.00	-

In-Company Training

<ul style="list-style-type: none"> Delivering Powerful and Persuasive Presentations (Online Learning) C-DPPP-02 		14	\$ 575.00	\$ 615.25
<ul style="list-style-type: none"> Effective Business Writing Skills (Online Learning) C-EBWS-03 	Virtual Classroom	14	\$ 575.00	\$ 615.25
<ul style="list-style-type: none"> Effective Replies to Social Media (Online Learning) C-ERSM-04 	Virtual Classroom	7	\$ 400.00	\$ 428.00
<ul style="list-style-type: none"> Essentials of Email Writing and Online Etiquette (Online Learning) C-EWOE-05 	Virtual Classroom	7	\$ 380.00	\$ 406.60
<ul style="list-style-type: none"> Handling Email Complaints (Online Learning) C-HECT-07 	Virtual Classroom	7	\$ 380.00	\$ 406.60
<ul style="list-style-type: none"> Negotiating for Success (Online Learning) C-NFST-08 	Virtual Classroom	10.5	\$ 450.00	\$ 481.50
<ul style="list-style-type: none"> Technical Proposal Writing (Online Learning) C-TPWT-09 	Virtual Classroom	7	\$ 380.00	\$ 406.60
<ul style="list-style-type: none"> Winning Replies! (Effective Written Response to Build Customer Loyalty (Online Learning) C-WINR-06 	Virtual Classroom	14	\$ 500.00	\$ 535.00

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Human Resources

		Course Duration (hrs)	Fee (\$\$) Excl GST	Nett Fee (\$\$) Incl GST
In-Company Training				
<ul style="list-style-type: none"> Training Needs Analysis for Organisations (Online Learning) HR-TNAO-04 	Virtual Classroom	7	\$ 450.00	\$ 481.50

People Development ■■■■■■

Service Quality Centre Pte Ltd UEN: 199003051G | PEI Validity Period: 26 March 2022 to 25 March 2024

80 Jurong East Street 21 #05-01 Devan Nair Institute for Employment and Employability Singapore 609607

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People Development

Innovation Strategies

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A Subsidiary of  **MDIS**

Classroom-based learning

TGS-2020505082 - Funding Validity Period: 01 Aug 2020 - 31 Jul 2024

A Design Thinking Approach to Idea Generation and Selection (16 hrs)

This course covers the knowledge and application of Service Quality Centre's 3-phase Design Thinking approach to seek opinions from others, facilitate brainstorming discussions and encourage idea generation, facilitate idea selection to evaluate and shortlist new methods, procedures, techniques or systems to realise business opportunities and improve current working conditions.

Participants who fulfil all requirements will receive a Statement of Attainment (SOA) issued by the SkillsFuture Singapore (SSG).

Key Benefits

- Seek opinions from others and uncover insights to define a problem
- Facilitate brainstorming discussions and encourage idea generation
- Facilitate idea selection to evaluate and shortlist new methods, procedures, techniques or systems

Course Contents

- Design Thinking Phase 1 : Discover-Uncover-Define
 - Introduction to the design thinking process (5 stages in 3 phases)
 - Seek opinions from others (understanding with empathy)
 - Uncover insights (personas and empathy maps)
 - Define a problem (point-of-view)
- Design Thinking Phase 2 : Ideate
 - Encourage idea generation (from problem to "How Might We" questions)
 - Facilitate brainstorming discussions (team dynamic, facilitation, ideation)
- Design Thinking Phase 3 : Prototype-Test
 - Theme and evaluate ideas (the 4P's themes)
 - Facilitate idea selection ("difficulty and impact" evaluation, prototyping)
 - Shortlist new methods, procedures, techniques or systems (user-testing, iterate)

Learning Methodology

- Participants will use both physical and digital resources, and undergo experiential learning through mini-lectures, group discussions, individual work, role plays, quizzes, and videos.

Who Should Attend

- This course is suitable for retail managers, area managers, district managers, brand managers, customer loyalty managers, marketing managers, customer experience managers, heads of departments.

Course Details

- Duration: 2 days (16 hrs)
- Time: 9:00am to 6:00pm

Classroom-based learning

In-Company Training

CS-CRSP-01

Creative Sparks! (14 hrs)

The ability to think creatively is an essential skill for everyone. Learn how to generate creative ideas and innovative solutions to enhance your own and your team's performance. Creative Sparks shows you how to assess your own creative potential through self-assessment exercises which enable you to evaluate your ability as a creative thinker and build on your strengths with methods such as Random Association and Idea Reversal. It contains guidelines for working with teams to produce new approaches and explain how to reach your goals using data, metaphors analysis and brainstorming.

Key Benefits

- Recognise why creative thinking is necessary for success at the workplace
- Understand the creative process
- Learn how to generate ideas and innovative solutions that will enhance individual and the team performance
- Identify blocks to creative thinking
- Learn techniques to improve and stimulate creative thinking
- Take charge of your own creativity

Course Contents

- Introduction: Let's "Brain" Dance – Challenge your creativity
- Evaluating creativity
 - Your creative quotient
 - Creativity and you
 - Importance of creativity
- Creative brain formation
 - What is creativity and identifying the creative process
 - Difference between creative thinking and innovation
 - Difference between logical and creative thinking
 - Understanding your thought process (Right / Left Brain Dominance)
 - Assessing your natural creativity
 - Developing creativity and overcoming the barriers
 - Checklist for new ideas
- Creativity Techniques
 - The Torrance test
 - Brain-writing process
 - Random word technique
 - Convergent tools

- Action points to stimulate your creative brain
 - Music
 - Nutrition and fitness
 - Neuro-hostile elements
 - PLP – Personal Learning Plan to enhance creativity

Learning Methodology

- Participants will learn through group discussion, hands-on activities on tools learnt, experiential activities and simple profiling for self-discovery on the individual's level of creativity.

Who Should Attend

- This course is suitable for anyone who wants to enhance personal creativity or the team's creativity.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

Classroom-based learning

In-Company Training

CS-DTAS-02

Design Thinking as a Strategy for Innovation (14 hrs)

Design Thinking is based on the assumption that everyone can create a more desirable future. That kind of optimism is well needed in the workplace. The design process is what puts Design Thinking into action. It is a structured approach to generating and developing ideas. It spurs innovation and solve complex problem. This is one of the key reasons why Apple is so successful and the reason that malnourishment rates of children in Vietnam is cut by half.

This course will enable participants to move from the conventional problem-solving practices to one that focuses on the human process that taps into attitudes we all have but overlooked. It relies on our abilities to be intuitive, to recognise patterns, to construct ideas that are emotionally meaningful as well as functional, and being able to express ourselves beyond words and symbols.

Key Benefits

- Learn to improve existing ideas incrementally to radically
- Creating disruptive solution(s) that meet the needs of the people
- Changing mindset of the way people work in relation to innovative thinking
- Hands-on application of Design Thinking

Course Contents

- Introduction to Design Thinking and innovation
- Difference between Design Thinking and conventional problem solving approach
- Adopters of Design Thinking
- Traits of a Design Thinker
- 5 Mindsets of a Designer
- The Design Thinking process
- Understand and gain insight of the users using the human-centred approach
- Understand the relationship between an idea, a solution and a problem
- Understand the value of innovation and acquire the skills for exploration
- Get to prototype and test the ideas based on the customer needs / insights

Learning Methodology

- Participants will learn through group discussion, hands-on activities, and experiential activities.

Who Should Attend

- This course is suitable for those who want to enhance their creativity or their teams' creativity.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

Classroom-based learning

In-Company Training

CS-TSTK-03

Spinovator™ Toolkit – How to find Creative Solutions to Problems (7 hrs)

The value of fresh ideas and creative new strategies and goals is infinite in today's knowledge economy. Continual innovation is the key to creating new service experiences to remain relevant to the marketplace. Spinovator™ Toolkit will stretch the boundaries of everyday thinking and inspire people to adopt an innovative perspective and attitude towards what is possible. Participants are taken on a SPIN ("Scan", "Provoke", "Investigate" and "Negotiate"), an insightful journey to kickstart their creative thinking process.

This course prepares participants to "Explore, Engage and Unleash" their minds as they re-look and re-engineer the way things are done. They will learn to think of innovative ways to arrive at optimal solutions.

Key Benefits

- Mobilise the Spinovator™ Toolkit to think "out-of-the-box" and generate fresh ideas
- Translate latest new ideas to practical solutions and new service experiences
- Apply Spinovator™ techniques to examine current processes and formulate action plans
- Use the Spinovator™ to solve problems creatively

Course Contents

- Spark your creativity
 - Understand the concepts of creativity and innovation and how different individuals think
 - Innovatively mine ideas, spot opportunities and identify future needs
 - Apply Spinovator Toolkit techniques to scan the needs of the customer, team and organisation
 - Use the Spinovator Toolkit to facilitate brainstorming sessions, strategic meetings and work improvement journey
- Formulating solutions
 - Examine the criteria, push and pull factors of workable solutions
 - Based on the breakthrough ideas generated, implement and operationalise feasible solutions
 - Formulate and plan a project implementation timeline
 - Tackle potential obstacles

Learning Methodology

- Participants will undergo learning through metaphors, accelerated learning techniques, experiential learning, and discovery learning.

Who Should Attend

- This course is suitable for individuals seeking to understand how to work well among diverse thinkers, spot opportunities, provoke creative thinking, and learn to implement relevant workable solutions to increase productivity.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

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Classroom-based learning

SD-HWAA-09

Handling Workplace Anger and Conflict (7 hrs)

You must manage your anger, rather than let it manage you. Otherwise, the situation may escalate to a point that can damage the relationship and affect your professional image negatively. You need to know when anger can be beneficial, and when it is starting to become unhealthy and destructive. Conflict, if managed positively, can bring people closer together and foster better working relationships.

Key Benefits

- Understand the possible causes of anger.
- Learn how anger can manifest itself at the workplace.
- Learn how to manage your anger in the most constructive way.
- Understand the nature of conflict.
- Learn a process for handling conflict effectively and productively.

Course Contents

- What is Anger?
 - The many faces of anger
 - What causes anger?
 - How do you express anger?
 - How do you handle other people's anger?
 - The two sides of anger
- Common Ways of Dealing with Anger
 - Suppressing anger
 - Becoming aggressive
 - Withdrawing
 - Being assertive
 - Letting it go
- Critical Points in Conflict Management
 - Understanding conflict
 - Must you always manage conflict?
 - Obstacles that block effective conflict management
 - Critical success factors in conflict management
- Handling Conflict at Work
 - Avoiding common pitfalls in conflict handling
 - Using a positive conflict handling approach

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in managing conflict effectively and productively in order to foster better working relationships.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

SD-HWAC-10

Handling Workplace Anger and Conflict (Online Learning) (7 hrs)

You must manage your anger, rather than let it manage you. Otherwise, the situation may escalate to a point that can damage the relationship and affect your professional image negatively. You need to know when anger can be beneficial, and when it is starting to become unhealthy and destructive. Conflict, if managed positively, can bring people closer together and foster better working relationships.

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Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Classroom-based learning

SD-MSAS-02

Managing Stress and Staying Positive (7 hrs)

While stress is generally perceived to be negative, and you cannot really avoid it, you can develop strategies and measures to manage it. If not properly managed, stress can take the joy out of your work. It can affect your effectiveness and morale. In the longer term, stress can affect your physical and mental well-being.

Key Benefits

- Learn how to spot and manage your stress triggers.
- Gain new perspectives on how to view stress in your work.
- Know how to make stress work for you.
- Learn stress management and stress relieving techniques.
- Learn mindsets and strategies to stay positive and upbeat.

Course Contents

- Know Your Stress Triggers
 - How stress works for and against you
 - The connection between stress and depression
 - What causes us stress
 - Understand your own attitude toward stress
- Managing Your Stress
 - Healthy and unhealthy ways of coping with stress
 - Can you avoid the triggers?
 - Can you change the situation?
 - Can you work with the stress?
- Staying Positive
 - Understand yourself
 - Adjust your attitude
 - Change your behaviour
 - Practise self-care

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in managing stress and staying positive.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

SD-MSSP-07

Managing Stress and Staying Positive (Online Learning) (7 hrs)

While stress is generally perceived to be negative, and you cannot really avoid it, you can develop strategies and measures to manage it. If not properly managed, stress can take the joy out of your work. It can affect your effectiveness and morale. In the longer term, stress can affect your physical and mental well-being.

Key Benefits

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Who Should Attend

- This course is suitable for anyone interested in managing stress and staying positive.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Classroom-based learning

SD-SUYB-08

Supporting Your Boss Effectively (7 hrs)

Your working relationship with your boss could be the most important one at the workplace. If this relationship is weak or negative, it could lead to dissatisfaction, frustration, stress, and below-expectation performance. The main challenge in building and maintaining this relationship is understanding the boss' leadership and working styles, and finding ways of working within the requirements of these factors.

This course highlights the importance of establishing a psychological contract with your boss. It discusses the important elements to establish trust and respect in your relationship with your boss. It then takes you through the various leadership and working styles that bosses have. It also suggests ways of working with the resultant requirements or constraints, so as to optimise your performance results. In addition, this course discusses challenging situations connected to your working relationship with your boss.

Knowing how to support your boss effectively, especially in the common work-from-home scenario today, can decrease your stress and increase your job satisfaction.

Key Benefits

- Know how to establish a psychological contract with your boss.
- Work effectively with the leadership style of your boss.
- Adapt to the working style of your boss.
- Manage your body language and emotions to gain your boss' respect.
- Maintain your professionalism to gain your boss' trust.

Course Contents

- Understanding the Psychological Contract With Your Boss
 - Establishing the psychological contract
 - Setting up a progress report
 - Using the most preferred and effective mode of communication
 - Establishing your working patterns
 - Deciding on the desired level of proactivity
- Understanding Your Boss' Leadership Style
 - The dictatorial style
 - The bureaucratic style
 - The charismatic style
 - The consultative style
 - The hands-off style

Adapting to Your Boss' Working Style

- The cautious boss who needs all the details
- The boss who only wants the big picture

- The boss who wants logic and order
- The multi-tasking and disorganised boss
- The proactive boss who doesn't always follow through

■ Dealing with Challenging Situations

- When you feel over-worked
- When your boss' requests are not reasonable
- When you feel that your boss is taking your credit
- When your boss is withholding information
- When your boss doesn't like you

■ Other Important Aspects

- Managing your body language
- Managing your emotions
- Managing your professionalism

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in establishing trust and respect in relationships with higher-ups.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

SD-SYBE-09

Supporting Your Boss Effectively (Online Learning) (7 hrs)

Your working relationship with your boss could be the most important one at the workplace. If this relationship is weak or negative, it could lead to dissatisfaction, frustration, stress, and below-expectation performance. The main challenge in building and maintaining this relationship is understanding the boss' leadership and working styles, and finding ways of working within the requirements of these factors.

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- Other Important Aspects
 - Managing your body language
 - Managing your emotions
 - Managing your professionalism

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in establishing trust and respect in relationships with higher-ups.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

In-Company Training

SD-BRUE-I-05

Building Relationships Using EQ (Online Learning) (3.5 hrs)

We are in the business of building relationships! People are not necessarily difficult to deal with. They only seem difficult because we lack the skills of an appropriate communication style. It is imperative that we are equipped with the essential skills to handle different groups of people.

You will learn the appropriate communication styles that will help you avoid ineffective communication and improve work relationships. Do not let negative experiences affect your willingness to try and get along with anyone! Discover how you can use the DISC as a tool to come out tops with not just textbook answers but tried and tested techniques as well!

Key Benefits

- Reduce stress levels among colleagues
- Confidently handle challenging dialogues in a calm fashion
- Promote work productivity and sense of belonging in the workplace

Course Contents

- Relationship building
 - People reading
 - Using EQ to interact positively with colleagues and subordinates; and clients
 - Identifying, discerning and escalating people's needs and expectations
 - Making people feel valued and important
- Understanding people communication tendencies
 - Identifying different communication styles
 - How to use the four personality type psychometric tool (DISC) to communicate to different groups of people
 - How to leverage on one's strengths and work on weaknesses

Learning Methodology

- Participants will learn through lectures, case studies, self-analysis / critique session, group discussion / brainstorming (Breakout Rooms in Zoom), learning from a partner (Breakout Rooms in Zoom), and virtual engagement (Kahoot, Pigeonhole, and Mentimeter).

Who Should Attend

- This course is suitable for anyone who is interested to build relationships using emotional intelligence.

Course Details

- Duration: Half Day (3.5 hrs)
- Time (Half Day Session) : 9:00am to 12:30pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

SD-GMWP-01

Growth Mindset for Working Professionals (Online Learning) (7 hrs)

In organisations, employees and leaders with growth mindsets are valuable assets because they view setbacks as learning opportunities. Individuals with growth mindset understand the value of hard work and dedication. They are able to avoid distractions, seek out new opportunities to continue their learning, and draw inspiration from others. Applying a growth mindset can help employees, leaders and the company as a whole to reach their full potential.

This 1-day course aims to empower participants (individual contributors, team leads) to develop a growth mindset to thrive in a VUCA environment.

Key Benefits

- Differentiate between the fixed vs. growth mindset
- Develop characteristics of a growth mindset in self
- Support the development of a growth mindset in others

Course Contents

- Establishing the importance of a Growth Mindset
 - Growth Mindset vs. Fixed Mindset
 - What a Growth Mindset is NOT (aka. False Growth Mindset)
- Developing a Growth Mindset
 - Personal and professional roadblocks to developing and applying a Growth Mindset
 - Techniques to develop resilience to counter triggers
- Nurture the Growth Mindset at work
 - Incorporate proven techniques to give constructive responses in conversations
 - Incorporate proven techniques to challenge self-limiting beliefs at work

Learning Methodology

- This course is facilitated through a variety of proven adult learning techniques that include facilitated discussion and presentation, experiential activity, lecture, personal reflection and sharing.

Who Should Attend

- This course is suitable for professionals who want to lead own self-awareness and development.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

SD-PICM-03

Positive Influence and Conflict Management (Online Learning) (14 hrs)

Acquiring positive influencing skills is critical. In this course, participants will learn what it takes to influence others positively. They will be equipped with the competence to diffuse tension, manage and resolve conflicts effectively, such that they could turn these challenges into opportunities for growth, development and stronger relationships. The skills will also enable participants to secure the commitment from other stakeholders to get things done, leading to positive work performance, cohesive teams, and higher productivity.

Key Benefits

- Understand the fundamentals and core principles for positive influence
- Apply positive influence and communication skills to build rapport and persuade others
- Apply specific strategies manage and resolve conflicts effectively

Course Contents

- Fundamentals of positive influence
 - Importance of influencing skills
 - Attributes of an effective influencer
 - Influence style assessment
 - Beliefs, values, and attitudes
 - Core principles for influence and conflict management
 - > Seek to understand than to be understood
 - > Persuade, not push
 - > Focus on behaviour, not personality
- Core influencing skills
 - Building rapport and trust
 - > WIIFM
 - > Matching and mirroring
 - > Active listening
 - Persuade with 3 vitals of effective communication
 - > Verbal: Using the right words
 - > Vocal: Saying it right
 - > Visual: Mastering body language
 - Maintain assertiveness
 - Master major influence tactics

- Managing and resolving conflicts
 - Conflicts, sources, and consequences
 - Manage conflict through Thomas-Kilman (TKI) Conflict Mode Instrument
 - Resolve conflict through Interest-based Relationship (IBR)

Learning Methodology

- Role plays and case studies, complemented by learning tools will be used to provide participants with opportunities for practices.

Who Should Attend

- This course is suitable for professionals interested in influencing others positively and resolving conflict.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

SD-PTSM-I-06

Proactive Time and Stress Management (Online Learning) (7 hrs)

Getting the most out of a 24-hour day is a constant challenge in the current COVID-19 situation – Too much or too little to do and not enough time or too much time to do something has been a common problem many face during this Circuit Breaker. This naturally leads to stress but many people are unaware of the danger signs and symptoms in themselves.

This high-energy virtual engagement, back-to-basics course explains the fundamentals of time management through understanding the value of time, adopting proven ways to get the most out of a day, eliminating time wasters, conquering procrastination, and more.

This course also will help participants to recognise stress symptoms, understand how one places pressure on himself / herself and learn to regain balance in personal life. Participants will obtain knowledge of various stress reduction methods and control each stressor with the most appropriate technique.

Key Benefits

- Learn about barriers to successful time management
- Understand and demonstrate the use of to-do lists and the ABC prioritisation technique
- Ability to write SMART goals and explain their benefits
- Develop an action plan for better use of time
- Comprehend the sources and effects of stress and spot signs of stress
- Make assessment of his / her own stress level
- Apply techniques to manage his / her stress better
- Apply relevant life skills to prevent or cope with stress

Course Contents

- The realities of time
 - Evaluate and articulate immediate, short-term, and long-term time management goals
- Procrastination pest
 - Understand why one will procrastinate and techniques for conquering the problem once and for all
 - Manage oneself by conducting an eight-hour inventory analysis chart – identifying time wasted in a day
 - Identifying and controlling time stealers
 - Managing the three major categories in unsuccessful time management – strategies used, structures around oneself, and state of mind
- Effective time management
 - The 80/20 framework – the Pareto principle
 - The Time Management Matrix
 - Differences between urgency and important activities
 - Quadrant 2 challenges and living effectively in quadrant 2
- Be SMART : Goal setting for peak performance
 - Exploring goal attainment by controlling paperwork (using basic filing and administrative duties) and coping with tasks
 - Setting goals, objectives and priorities
- Introduction to stress
 - Understanding stress, its sources, effects and performance levels
- Awareness of stress
 - Identifying personal stressors with lifestyle questionnaire and stress profiling
- The 4 dimensions of stress management
 - Stress reduction techniques using physical, mental, emotional and spiritual levels
- Managing stress with time management
 - Learning to prioritise, organise, delegate and maximise results during meetings

Next Page >>>

Virtual Classroom

In-Company Training

SD-PTSM-I-06 **Proactive Time and Stress Management (Online Learning) (7 hrs)**

Learning Methodology

- Participants will learn through lectures, case studies, self-analysis / critique session, group discussion / brainstorming (Breakout Rooms in Zoom), learning from a partner (Breakout Rooms in Zoom), and virtual engagement (Kahoot, Pigeonhole, and Mentimeter).

Who Should Attend

- This course is suitable for anyone who is interested managing stress and making good use of time.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

SD-SYRT-04

Stretch Your Time – How to Get More Done in Less Time (Online Learning) (7 hrs)

The Latin motto “Carpe Diem” means “seize the day”. We often say “time flies”. What we really mean is “We’ve not accomplished something meaningful so far”. We all know that time is precious, fleeting and irreplaceable, yet many of us do not know how to manage this elusive resource. This course provides participants with the information about the key skills to enable them to “seize the day”.

Key Benefits

- Identify the key element in managing time
- Prioritise what they consider to be important
- Associate their preferred style with managing time
- Identify and manage the time wasters
- Apply the principles of time techniques in their lives
- Work out a personal plan of action

Course Contents

- Perception of time management
 - Time management is a misnomer
 - How individuals manage their time
- The ABC of time tips
 - Developing positive time attitudes from A-Z
- Auditing my time
 - Time pressures at work: meetings, emails, interruptions, etc
 - The Time Management Matrix
 - Defining and identifying time wasters and their causes
 - Setting priorities: doing first things first
 - Organising my work space
- My approach to managing time
 - Identifying monochronic and polychronic styles
 - My choice of approach
 - How well do I manage my tasks?
- Taking personal responsibility and control
 - Investing in time instead of spending time
 - Making a difference everyday
 - My whole life calendar

- Moving forward: my personal plan of action
 - I will start doing
 - I will stop doing

Learning Methodology

- This is a highly interactive course using mini-lectures, small group discussions and classroom activities. Participants are expected to contribute actively so that the lessons learnt can be highlighted in a non-threatening approach.

Who Should Attend

- This course is suitable for individuals who aspire to optimise the use of time in their busy schedules, e.g. new supervisors, staff in operations and multi-support roles.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

People Development

Communication

Service Quality Centre Pte Ltd UEN: 199003051G | PEI Validity Period: 26 March 2022 to 25 March 2024

80 Jurong East Street 21 #05-01 Devan Nair Institute for Employment and Employability Singapore 609607

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 **www.sqcentre.com**



A Subsidiary of  **MDIS**

Classroom-based learning

C-EWAE-10

Effective Writing and Emailing Skills (14 hrs)

Besides the content message, how you write (or don't write) sends yet another message to your reader. Good writing shows that you are logical, respectful and professional. It also ensures that your message is understood in the way you intended it. Bad writing may lead the reader to think that you lack clarity of thought, you are not very competent at what you do, or that you are not respectful. Bad writing can also result in miscommunication and delay. Bad writing is especially common in email messages, as people think that email is informal, and they use it carelessly.

Email is not strictly informal, and it is not acceptable to use style and language carelessly. Email should be used professionally to convey a good image of the sender and the organisation.

This course shows you how to write clearly and accurately, to convey an appropriate tone in your message, and to build strong business connections through your writing. It also takes you through how email should be used professionally in today's workplace.

Key Benefits

- Write to build and maintain a positive relationship with the reader.
- Structure sentences correctly, concisely, and clearly.
- Present your message in the most effective and reader-friendly format.
- Identify and avoid common grammar mistakes in business writing.
- Be aware of the impact of email on your work and business.
- Understand how to make online communications effective and productive.
- Project a professional and confident image online through your writing.

Course Contents

- Creating Energy and Impact in Your Writing
 - Avoiding outdated language
 - Writing concise sentences without affecting meaning
 - Choosing wisely between the active and passive voice
 - Using mobile devices for business messages
- Using Words Effectively
 - Using short words and plain English
 - Using strong words
 - Using precise and concrete words
 - Using an appropriate tone
 - Understanding the power of words
- Avoiding Common Grammar Mistakes
 - The four sentence structures in English
 - Avoiding sentence fragments
 - Avoiding run-on sentences
 - Avoiding misplaced modifiers
 - Using tenses correctly
 - Ensuring subject-verb agreement
- Observing Netiquette When Using Email
 - When should you not use email?
 - How to greet your reader
 - How to close your message
 - How to sign off
 - How to use CC and BCC
 - Emoticons and abbreviations
- Looking Good Online
 - Improve the visual aspects of your email
 - Use intelligent subject lines

Next Page >>>

Classroom-based learning

C-EWAE-10 **Effective Writing and Emailing Skills (14 hrs)**

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone who would like to improve their communication skills through effective writing.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

C-EWES-11

Effective Writing and Emailing Skills (Online Learning) (14 hrs)

Besides the content message, how you write (or don't write) sends yet another message to your reader. Good writing shows that you are logical, respectful and professional. It also ensures that your message is understood in the way you intended it. Bad writing may lead the reader to think that you lack clarity of thought, you are not very competent at what you do, or that you are not respectful. Bad writing can also result in miscommunication and delay. Bad writing is especially common in email messages, as people think that email is informal, and they use it carelessly.

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This course shows you how to write clearly and accurately, to convey an appropriate tone in your message, and to build strong business connections through your writing. It also takes you through how email should be used professionally in today's workplace.

Key Benefits

- Write to build and maintain a positive relationship with the reader.
- Structure sentences correctly, concisely, and clearly.
- Present your message in the most effective and reader-friendly format.
- Identify and avoid common grammar mistakes in business writing.
- Be aware of the impact of email on your work and business.
- Understand how to make online communications effective and productive.
- Project a professional and confident image online through your writing.

Course Contents

- Creating Energy and Impact in Your Writing
 - Avoiding outdated language
 - Writing concise sentences without affecting meaning
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 - Using short words and plain English
 - Using strong words
 - Using precise and concrete words
 - Using an appropriate tone
 - Understanding the power of words
- Avoiding Common Grammar Mistakes
 - The four sentence structures in English
 - Avoiding sentence fragments
 - Avoiding run-on sentences
 - Avoiding misplaced modifiers
 - Using tenses correctly
 - Ensuring subject-verb agreement
- Observing Netiquette When Using Email
 - When should you not use email?
 - How to greet your reader
 - How to close your message
 - How to sign off
 - How to use CC and BCC
 - Emoticons and abbreviations
- Looking Good Online
 - Improve the visual aspects of your email
 - Use intelligent subject lines

Next Page >>>

Virtual Classroom

C-EWES-11 **Effective Writing and Emailing Skills (Online Learning) (14 hrs)**

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone who would like to improve their communication skills through effective writing.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Classroom-based learning

C-GRBC-12

Grammar for Business Communication (14 hrs)

Using grammar correctly projects a professional image for you – it shows that you care enough about your work to write and speak correctly. Poor grammar, on the other hand, may project a sloppy, ignorant or indifferent image. It may even lead others to think that you are incompetent, and this is not always a fair judgement.

This course gives you an understanding of how English grammar works. More importantly, it discusses critical grammar points used in your business writing, and how to avoid the mistakes people usually make. Grammar mistakes in your spoken English can also make understanding difficult. This course will take you through the common grammar mistakes in spoken English, and how you should avoid these mistakes.

This course also discusses key punctuation marks that you must know for your business writing.

Key Benefits

- Gain an overview of the parts of speech.
- Use the key parts of speech correctly in your business communication.
- Be aware of serious grammar mistakes that will distort the meaning of your message, and how you should avoid these mistakes.
- Understand the principles of sentence construction, and how to write clear and effective sentences.

Course Contents

- The Building of Sentences
 - Sentence construction
 - The four sentence structures
 - Using the best sentence structure for your message
 - Common mistakes with sentences
- The Parts of Speech
 - An overview of the parts of speech
- Nouns
 - Proper and common nouns
 - Countable and uncountable nouns
 - Determiners
 - Using nouns in business messages
- Pronouns
 - Subjective and objective case pronouns
 - Possessive and reflexive case pronouns
 - How to avoid mistakes with pronouns
- Adjectives
 - Common mistakes with adjectives
 - Compound adjectives
 - Using adjectives correctly
- Verbs
 - Subject-verb agreement
 - Transitive & intransitive verbs
 - The twelve English tenses
 - Understanding tense forms
 - Using verbs accurately in conveying your message
 - Describing past events
 - Describing a current event
 - Describing future intentions
 - Modal verbs
- Adverbs
 - Understanding the use of adverbs
 - Describing actions in your message
 - Describing people and things in your message
- Prepositions
 - The role of prepositions
 - Practice with prepositions

Next Page >>>

Classroom-based learning

C-GRBC-12 **Grammar for Business Communication (14 hrs)**

- Conjunctions
 - Understanding the use of conjunctions
 - Problems with the use of conjunctions
 - Linking ideas cohesively in your message
- Important Punctuation Marks to Know
 - The comma
 - The semicolon
 - The dash
- Avoiding Grammar Mistakes in Speech
 - First language interference
 - Missing be-verbs
 - Lack of tense form
 - To have something done
 - No differentiation between the singular and plural
 - Using question tags wrongly

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in using grammar correctly to project a professional image.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

C-GFBC-13

Grammar for Business Communication (Online Learning) (14 hrs)

Using grammar correctly projects a professional image for you – it shows that you care enough about your work to write and speak correctly. Poor grammar, on the other hand, may project a sloppy, ignorant or indifferent image. It may even lead others to think that you are incompetent, and this is not always a fair judgement.

This course gives you an understanding of how English grammar works. More importantly, it discusses critical grammar points used in your business writing, and how to avoid the mistakes people usually make. Grammar mistakes in your spoken English can also make understanding difficult. This course will take you through the common grammar mistakes in spoken English, and how you should avoid these mistakes.

This course also discusses key punctuation marks that you must know for your business writing.

Key Benefits

- Gain an overview of the parts of speech.
- Use the key parts of speech correctly in your business communication.
- Be aware of serious grammar mistakes that will distort the meaning of your message, and how you should avoid these mistakes.
- Understand the principles of sentence construction, and how to write clear and effective sentences.

Course Contents

- The Building of Sentences
 - Sentence construction
 - The four sentence structures
 - Using the best sentence structure for your message
 - Common mistakes with sentences
- The Parts of Speech
 - An overview of the parts of speech
- Nouns
 - Proper and common nouns
 - Countable and uncountable nouns
 - Determiners
 - Using nouns in business messages
- Pronouns
 - Subjective and objective case pronouns
 - Possessive and reflexive case pronouns
 - How to avoid mistakes with pronouns

- Adjectives
 - Common mistakes with adjectives
 - Compound adjectives
 - Using adjectives correctly
- Verbs
 - Subject-verb agreement
 - Transitive & intransitive verbs
 - The twelve English tenses
 - Understanding tense forms
 - Using verbs accurately in conveying your message
 - Describing past events
 - Describing a current event
 - Describing future intentions
 - Modal verbs
- Adverbs
 - Understanding the use of adverbs
 - Describing actions in your message
 - Describing people and things in your message
- Prepositions
 - The role of prepositions
 - Practice with prepositions

Next Page >>>

Virtual Classroom

C-GFBC-13 **Grammar for Business Communication (Online Learning) (14 hrs)**

- Conjunctions
 - Understanding the use of conjunctions
 - Problems with the use of conjunctions
 - Linking ideas cohesively in your message
- Important Punctuation Marks to Know
 - The comma
 - The semicolon
 - The dash
- Avoiding Grammar Mistakes in Speech
 - First language interference
 - Missing be-verbs
 - Lack of tense form
 - To have something done
 - No differentiation between the singular and plural
 - Using question tags wrongly

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in using grammar correctly to project a professional image.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Classroom-based learning

C-SKPC-14

Skills for Positive Conversations (7 hrs)

A conversation is generally described as a talk between two or more people, in which sentiments, observations, opinions, or ideas are exchanged. For the purpose of this course, we will discuss conversations in business or work settings. In the course of your work, you will need to have conversations. It could be face-to-face, via the phone, or even through text or email exchanges. The objectives could be to resolve conflict, correct problems, give instructions, get accountability, or strengthen bonds. Conversations, if managed effectively, can give you the outcome that you want to achieve. However, if poorly managed, the conversation can set you back. It will then take more effort to achieve your intended outcome, or even to get back to the original starting point.

This course gives you an insight of what makes a conversation. It also highlights the barriers to achieving success in your conversations, and how to overcome these barriers. You will gain an understanding of how to manage conversations, both easy and difficult ones. This course also discusses the various channels through which communication can take place, and what to consider in choosing the most effective option.

Key Benefits

- Get an insight as to what makes a conversation.
- Understand the barriers to communication and how to overcome them.
- Learn the techniques to manage both easy and difficult conversations.
- Understand the critical factors to consider in choosing the most appropriate communication channel.

Course Contents

- What is a Conversation?
 - A communication model
 - Barriers to communication
 - Why we avoid conversations
 - Must we have conversations?
 - Pitfalls to avoid
- Overcoming Barriers
 - Ineffective listening
 - Body language
 - Emotional factors
 - Past experiences
 - Personal biases
 - Language competency

- Achieving Your Objective for the Conversation
 - The importance of a clear objective
 - To connect and build relationship
 - To correct
 - To instruct
 - To make a request
 - To resolve conflict
- Communication Channels
 - Know the options available
 - Understanding the requirements of each channel
 - Understanding the drawbacks of each channel
 - Choosing the most effective channel

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in managing conversations, both easy and difficult ones.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

C-SFPC-15

Skills for Positive Conversations (Online Learning) (7 hrs)

A conversation is generally described as a talk between two or more people, in which sentiments, observations, opinions, or ideas are exchanged. For the purpose of this course, we will discuss conversations in business or work settings. In the course of your work, you will need to have conversations. It could be face-to-face, via the phone, or even through text or email exchanges. The objectives could be to resolve conflict, correct problems, give instructions, get accountability, or strengthen bonds. Conversations, if managed effectively, can give you the outcome that you want to achieve. However, if poorly managed, the conversation can set you back. It will then take more effort to achieve your intended outcome, or even to get back to the original starting point.

This course gives you an insight of what makes a conversation. It also highlights the barriers to achieving success in your conversations, and how to overcome these barriers. You will gain an understanding of how to manage conversations, both easy and difficult ones. This course also discusses the various channels through which communication can take place, and what to consider in choosing the most effective option.

Key Benefits

- Get an insight as to what makes a conversation.
- Understand the barriers to communication and how to overcome them.
- Learn the techniques to manage both easy and difficult conversations.
- Understand the critical factors to consider in choosing the most appropriate communication channel.

Course Contents

- What is a Conversation?
 - A communication model
 - Barriers to communication
 - Why we avoid conversations
 - Must we have conversations?
 - Pitfalls to avoid
- Overcoming Barriers
 - Ineffective listening
 - Body language
 - Emotional factors
 - Past experiences
 - Personal biases
 - Language competency

- Achieving Your Objective for the Conversation
 - The importance of a clear objective
 - To connect and build relationship
 - To correct
 - To instruct
 - To make a request
 - To resolve conflict
- Communication Channels
 - Know the options available
 - Understanding the requirements of each channel
 - Understanding the drawbacks of each channel
 - Choosing the most effective channel

Learning Methodology

- This course will comprise a mixture of discussion sessions and interactive activities to enhance learning.

Who Should Attend

- This course is suitable for anyone interested in managing conversations, both easy and difficult ones.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm

(A course in partnership with BeyondWords Training Pte Ltd)

Virtual Classroom

In-Company Training

C-DPPP-02

Delivering Powerful and Persuasive Presentations (Online Learning) (14 hrs)

With increasing importance placed on the use of presentations to deliver impressive and memorable messages, the empowerment of your people with the skill sets to deliver purposeful and powerful presentations is a must. It is imperative that managers, facilitators and sales personnel possess the knowledge, skills and ability to convince audiences that their products and services are worth investing in.

This course is specially designed to help you deliver presentations that will enthuse, motivate, excite and stimulate your audiences. Learn how you can develop your skills in delivering a captivating and inspiring presentation. Master the art of selling your products, enhancing your powers of persuasion and influencing decision-making through this exciting course.

Key Benefits

- Deliver information in a lively and thought-provoking manner
- Make effective presentations that will result in increased sales
- Increase participants' confidence and establish an action plan to increase their influence range
- Generate interest from the audience and influence decisions
- Acquire an effective strategy for fielding presentation questions and handling objections

Course Contents

- Analysing the audience
- Guidelines for choosing your topic
- Designing a sample audience
- Identifying opinion moulders and influence factors
- The importance of SWAY behaviours
- Organising your presentations
- Demonstrating SWAY behaviours in a presentation
- Fielding questions and handling objections
- Developing an action plan for increasing influence range

Learning Methodology

- This course is designed to provide participants with opportunities to practise skills learnt. Participants will work on structuring their presentations and their delivery to the class in a simulated setting.

Who Should Attend

- This course is suitable for managers, supervisors, engineers, sales executives, and other personnel who are required to make presentations and communicate effectively.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-EBWS-03

Effective Business Writing Skills (Online Learning) (14 hrs)

The ability to write effectively, accurately and with dynamism can be learnt and honed with practice and training. This course is specially designed to develop participants' skills in writing business letters and reports to help them clinch important deals, secure potential clients and communicate effectively within the organisation.

Key Benefits

- Write effective memos, letters and reports
- Simplify the correspondence process
- Use words more vividly and expressively
- Organise facts and ideas logically and effectively
- Write clearly, concisely, persuasively in a professional manner

Course Contents

- Effective writing and styles
 - The importance of the reader
 - Upward, downward and lateral communication
 - Business writing styles
- The language of business
 - The effective sentence and the power of words
 - Being positive and getting into action
- Writing business letters
 - Letter writing at work
 - Organising the letter
 - Diction / Style / Tone
 - Writing different types of business letters
- Report writing
 - Types and format of reports
 - Organisation of a report into stages
 - Language used in reports
- The components of a report
 - Terms of reference
 - Findings, conclusions and recommendations
 - Illustrating the report

Learning Methodology

- This course will comprise of a mixture of lectures, hands-on exercises and discussion sessions to enhance learning.

Who Should Attend

- This course is suitable for supervisors, non-executive officers and anyone who would like to improve their communication skills through effective writing.

Course Details

- Duration: 2 days (14 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-ERSM-04

Effective Replies to Social Media (Online Learning) (7 hrs)

This course is designed specifically for business professionals to master new and specific techniques that will help sharpen their writing skills for social media platforms. The course will help participants produce a higher standard of reply submissions, and to understand that good writing is, and should not be difficult. It is structured such that participants will learn to adopt an appropriate style, tone and format of writing, express their points coherently, and to consistently produce sharp, focused and concise replies. They will also pick up skills to avoid common writing errors and to write convincingly to sell / appease their customers.

Key Benefits

- Plan and organise replies
- Express ideas to suit the audience and purpose
- Use specific tools as guidelines for writing on social media
- Identify and avoid the common errors in writing
- Apply the writing principles on social media platforms
- Reply to customer feedback and complaints
- Use the right tone and style in writing
- Understand business writing essentials and etiquette

Course Contents

- Role of social media and its best practices
 - What is social media?
 - Business success on social media platforms
 - Best practices
- Basic elements in business writing
 - Fundamentals of good business writing – old fashioned language versus modern day business writing
 - Concise writing techniques
 - Approaches to writing – active and passive voice; direct, indirect and persuasive approaches
 - Understanding and using tone effectively when writing on social media platforms
- Customising replies and communication styles
 - Writing to suit different customer profiles
 - Engage target audience with authentic online conversation

- Writing tips and techniques
 - Techniques for responding to enquiries and handling difficult feedback through social media
 - Handling the complaint
 - Useful phrases and terms
 - Sentence construction style and structure
 - Styles and rules using various templates for social media platforms

Learning Methodology

- Participants will learn through lecturing, group discussion / brainstorming, case studies, self-analysis / critique session, learning from a partner, and interactive exercises.

Who Should Attend

- This course is suitable for anyone interested in developing their communication skills on social media and anyone who needs to handle social media for the organisation.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-EW0E-05

Essentials of Email Writing and Online Etiquette (Online Learning) (7 hrs)

Electronic mail (Email) is a versatile and powerful communication tool. With the right skills and approach, email users can harness the best of what email has to offer to achieve desired communication goals.

By acquiring good email skills and habits, and practicing proper online communication etiquette, participants can build good relationships with colleagues and business partners, and achieve their work outcomes with effectiveness and efficiency.

Key Benefits

- Understand digital communications and organisational email practices
- Write effective emails to achieve communication goals
- Develop good email practices and habits for effectiveness and efficiency

Course Contents

- Understand the fundamentals of digital communications and emails
- Know email basics – message, audience, purpose
- Writing effective emails – greetings, writing styles, formality, KISS, tone
- Sending emails – subject lines, formatting, proofreading, attachments
- Good email practices and habits

Learning Methodology

- Participants will learn through individual hands-on activities, group discussions and practical examples of digital communication skills and email writing scenarios.

Who Should Attend

- This course is suitable for staff interested in learning digital communication skills, email writing techniques, and workplace communication best practices.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-HECT-07

Handling Email Complaints (Online Learning) (7 hrs)

This course is designed specifically for business professionals to master new and specific techniques that will help sharpen their writing skills. The course will help participants produce a higher standard of reply submissions, and to understand that good writing is, and should not be difficult. It is structured such that participants will learn to adopt an appropriate style, tone and format of writing, express their points coherently, and to consistently produce sharp, focused and concise replies. They will also pick up skills to avoid common writing errors and to write convincingly to sell their ideas.

Key Benefits

- Plan and organise their replies
- Express ideas to suit the audience and purpose
- Use specific tools as guidelines for writing
- Identify and avoid the common errors in writing
- Apply the principles in writing business correspondence
- Reply to complaint letters

Course Contents

- Business writing process
 - Old fashioned language versus modern business correspondence
 - Summary vs concise writing essentials
 - Approaches to writing – active and passive voice; direct, indirect and persuasive approaches
 - How to make the tone of writing work – positive, negative and neutral tones
- Application tools
 - How to plan writing – using the 4-point plan in writing for e-mails and letters of complaint and enquiry
 - Reader analysis – customising your replies (complaints) to different / difficult customers
 - Avoiding “reply” templates and using phrases to reply to an aggrieved customer
 - How to compliment customers without over patronising them
 - Common errors made in customer correspondence using samples of existing office replies

Learning Methodology

- Participants will learn through lectures, case studies, self-analysis / critique session, group discussion / brainstorming (Breakout Rooms in Zoom), learning from a partner (Breakout Rooms in Zoom), and virtual engagement (Kahoot, Pigeonhole, and Mentimeter).

Who Should Attend

- This course is suitable for business professionals who want to master new and specific techniques that will help sharpen their writing skills.

Course Details

- Duration: 2 Half Days (3.5 hrs per half day) / 1 Full Day (7 hrs)
 - Time (Half Day Session) : 9:00am to 12:30pm
 - Time (Full Day Session) : 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-NFST-08

Negotiating for Success (Online Learning) (10.5 hrs)

Negotiation is something that everyone will engage in everyday, whether consciously or otherwise. Defined simply, it is a form of communication to help settle arguments or issues to satisfactory benefits. Yet negotiation is often one of the most neglected life skills that people tend to forget. Today's corporate environment demands the use of negotiation with tact and diplomacy. Whether negotiation is used to close a sales pitch, resolve conflict, achieve persuasion, or simply to improve damaged relationships, it is a skill that will empower personal working life positively.

This course is designed for professionals who want to learn how better they can use negotiation to improve the quality of their work. It will help participants understand the importance of negotiation in their work. It will also harness specific negotiation techniques and apply them effectively in different situations. Participants will also benefit from experiential active learning and understand the characteristics of well-executed negotiations in specific work scenarios.

Key Benefits

- Identify personal negotiation style
- Understand common mistakes made when negotiating
- Deal with different types of negotiations
- Recognise and exploit negotiating opportunities
- Use negotiation tactics and strategies
- Use negotiation as a conflict management tool
- Read non-verbal behaviours when negotiating

Course Contents

- Getting what you want
 - The fundamentals of negotiation
 - Overcoming personal negotiation roadblocks
 - Negotiation Stance Inventory
 - Why negotiate?
 - Preparing to negotiate
 - Understanding needs and perspectives
- The negotiating environment
 - Predict typical negotiating opportunities
 - Distributive and integrative negotiation
 - Sharing and expanding the negotiation pie
 - Understanding risk propensity
 - Assessing the other party
 - Understand negotiation styles

Negotiation Strategies

- Knowing BATNA
- Slicing the pie – distributive negotiation
- Expanding the pie – integrative negotiation for a win-win
- Strategies for a win-win outcome
- Using non-verbal communication strategies

Learning Methodology

- Participants will learn through lectures, case studies, self-analysis / critique session, group discussion / brainstorming (Breakout Rooms in Zoom), learning from a partner (Breakout Rooms in Zoom), and virtual engagement (Kahoot, Pigeonhole, and Mentimeter).

Who Should Attend

- This course is designed for executives, managers, professionals, sales people, real estate agents, customer service representatives, teachers, and executive assistants who want to achieve greater job efficiency without compromising on their existing positions.

Course Details

- Duration: 3 Half Days (3.5 hrs per half day) / 1.5 Full Day (10.5 hrs)
 - Time (Half Day Session) : 9:00am to 12:30pm
 - Time (Full Day Session) : 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-TPWT-09

Technical Proposal Writing (Online Learning) (7 hrs)

This course will impart the necessary knowledge and skills for technical report writing skills. The course is structured such that participants will learn to look out for an appropriate style, tone and format of writing, express their points coherently, and to consistently produce sharp, focused and concise written work. They will also pick up skills to vet common writing errors and to convincingly share these ideas with their peers. At the same time, participants will be able to understand the characteristics of proposals and ensure that their writing is suitable for the format.

Key Benefits

- Understand the essential of technical writing
- Learn how to write clear, concise, correct and complete work proposals
- Be able to write a variety of technical proposal documentation, such as tenders and bids

Course Contents

- The fundamentals of effective technical proposal writing
 - What is technical writing and a proposal?
 - The fundamentals of good technical writing
 - Useful rules of punctuation, grammar, abbreviation and capitalisation
- Principles of technical communication
 - The approaches to writing – voice, direct and indirect
 - Words and phrases commonly used in technical writing
- Tone in writing
 - Using appropriate words and phrases to improve tone in writing
 - Keeping ideas as a statement of fact instead of personalising them
 - Focusing on the solution instead of the problem
- Review proposal samples
 - Applications of proofreading and vetting techniques
 - Identifying the pros and cons of the proposal
 - Understanding what the characteristics are between proofreading and vetting

- Proposal writing tools and techniques
 - Identifying the proposal writing structure and organisation
 - How to do systematic planning (formal and informal templates) such as 4P's, AIDA, IMPACT in the writing process
 - How to enhance the proposal by using graphic representation such as tables, graphs, pie charts, etc

Learning Methodology

- Participants will learn through lectures, self-analysis, group discussion, brainstorming, learning from a partner, and interactive exercises.

Who Should Attend

- This course is designed specifically for individuals to master new and specific techniques that will help sharpen their writing skills. It will help participants to produce a higher standard of written submissions, and to understand that good writing is, and should not be difficult.

Course Details

- Duration: 2 Half Days (3.5 hrs per half day) / 1 Full Day (7 hrs)
 - Time (Half Day Session) : 9:00am to 12:30pm
 - Time (Full Day Session) : 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

Virtual Classroom

In-Company Training

C-WINR-06

This course will provide participants with guidelines to write winning letters and emails. Participants will also walk away with templates for responding to compliments and complaints to win over the customers.

Key Benefits

- Adopt a fresh paradigm towards compliments and complaints
- Apply the principles of writing responses that are easily understood
- Reply to compliments and complaints effectively using templates and guidelines given for both letters and emails
- Build customer loyalty
- Create customer advocates

Course Contents

- Compliments and complaints – a paradigm shift
 - Understand the meaning of customer and service
 - Know the positive outcomes from customers' compliments and complaints
 - Adopt a fresh paradigm towards complaints and compliments
- Constructions – building blocks of winning replies
 - Conversational style
 - Relationship building
 - In the moment
 - Short and simple
 - Positive impact
- Contents of winning replies
 - Focus on the results
 - Respond to compliments – acknowledge, affirm, commit, extend
 - Respond to complaints – apologise, empathise, reassure
- Correctness of winning replies
 - Guidelines and templates for letters and emails
 - Etiquette and best practice

Learning Methodology

- Participants will undergo experiential learning through group activities, discussions, presentations, application exercises, and learn-apply-learn through role plays. Participants should be able to apply what they have learnt as soon as they return to work.

Who Should Attend

- This course is suitable for professionals in the field of marketing, sales, public relations, customer service, and administration.

Course Details

- Duration: 2 days (14 hrs)
- Time : 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.

People Development

Human Resources

Service Quality Centre Pte Ltd UEN: 199003051G | PEI Validity Period: 26 March 2022 to 25 March 2024

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Virtual Classroom

In-Company Training

HR-TNAO-04

Training Needs Analysis for Organisations (Online Learning) (7 hrs)

Training Needs Analysis (TNA) is the process that can be used to identify learning and performance gaps in an organisation and consequently the training and development needs of employees across the various levels. A comprehensive TNA can be a useful tool to help increase the capacity of people and enhance the organisation's competitive edge. The ability to conduct a TNA is therefore becoming a critical skill for human resource managers and learning and development professionals. This course will help participants understand and learn how to design and implement Training Needs Analysis (TNA) at their workplaces.

Key Benefits

- Understand the different stages of a TNA
- Learn how to communicate and engage with the different stakeholders
- Be able to scope the TNA appropriately according to stakeholder needs
- Use appropriate data collection methods
- Be able to create the TNA report based on data collected

Course Contents

- Objectives of a TNA
- Scoping the TNA
- Understanding the business, performance, learning and the learner perspectives
- The stages of a TNA process
- Starting a TNA
- Typical data collection methods
- How to analyse TNA data
- Producing the training and non-training recommendations in a TNA report

Learning Methodology

- Participants will learn through individual activities, quizzes, group discussions, experiential role plays simulating the TNA process, and practicing relevant skills and techniques.

Who Should Attend

- This course is suitable for human resource managers, learning and development managers, adult educators (curriculum developers, instructional designers, assessors, facilitators, trainers, and coaches), consultants, and researchers.

Course Details

- Duration: 1 day (7 hrs)
- Time: 9:00am to 5:00pm
- This course is also available for classroom-based learning. Contact us for more information.