

EMPLOYABILITY SKILLS

Analytical, Conceptual and Evaluative Skills WSQ
 ICDL MS Access WSQ
 ICDL MS Excel WSQ
 ICDL MS Powerpoint WSQ
 ICDL MS Word WSQ

Interpersonal Skills WSQ
 Job Safety Skills WSQ
 bizSAFE
 Personal Management and Development Skills WSQ

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

Analytical, Conceptual and Evaluative Skills WSQ

| | Course Duration (hrs) | Fee (S\$) Excl GST | Nett Fee (S\$) Incl GST | Nett Fee after Training Grant | | Nett Fee (S\$) after MCEs* | |
|--|------------------------------|--------------------|-------------------------|-------------------------------|-----------------------------|----------------------------|----------|
| | | | | SMEs | Non-SMEs/ Self-Sponsored | | |
| <ul style="list-style-type: none"> Solve Problems and Make Decisions at Operations Level TGS-2011501164 Sep 13 - 14 Nov 18 - 19 | Classroom-based learning ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Foster Initiative & Enterprise in Teams TGS-2011501304 Sep 23 - 24 Dec 16 - 17 | Classroom-based learning ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Solve Problems and Make Decisions at Supervisory Level (Synchronous e-learning) TGS-2011501320 Sep 20 - 21 | Synchronous e-learning ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |

In-Company Training

| | | | | | | | |
|---|------------------------------|--------|-----------|-----------|-----------|-----------|-----------|
| <ul style="list-style-type: none"> Apply 5S Techniques TGS-2011501239 | Classroom-based learning ● ▲ | 17.75 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Apply Quality Systems TGS-2011501238 | Classroom-based learning ● ▲ | 17.5 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Demonstrate Initiative and Enterprising Behaviours TGS-2011501221 | Classroom-based learning ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Perform Basic Productivity Practices TGS-2011501536 | Classroom-based learning ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Supervise Quality Procedures TGS-2011501236 | Classroom-based learning ● ■ | 15+1A^ | \$ 600.00 | \$ 642.00 | \$ 242.00 | \$ 370.00 | \$ 242.00 |
| <ul style="list-style-type: none"> Supervise Work Improvement Processes TGS-2011501237 | Classroom-based learning ● ■ | 14+2A^ | \$ 600.00 | \$ 642.00 | \$ 242.00 | \$ 370.00 | \$ 242.00 |
| <ul style="list-style-type: none"> Apply Systems Thinking in Problem Solving and Decision Making TGS-2012500414 | Classroom-based learning ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Manage Process Improvement TGS-2011501235 | Classroom-based learning ● * | 22+2A^ | \$ 740.00 | \$ 791.80 | \$ 125.80 | \$ 431.80 | \$ 125.80 |
| <ul style="list-style-type: none"> Solve Problems and Make Decisions at Managerial Level (Synchronous e-learning) TGS-2011501531 | Synchronous e-learning ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |

▲ Operations Level ■ Supervisory Level * Managerial Level

A^ = Assessment Hours done outside Course Duration (hrs)

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ICDL MS Access WSQ

| | Course Duration (hrs) | Fee (\$S) Excl GST | Nett Fee (\$S) Incl GST | Nett Fee after Training Grant* SMEs | Nett Fee after Training Grant* Non-SMEs/Self-Sponsored | Nett Fee (\$S) after MCEs* |
|--|-------------------------------|--------------------|-------------------------|-------------------------------------|--|----------------------------|
| <ul style="list-style-type: none"> ICDL - Perform Database Functions (Access 2016) EC TGS-2017501106 Aug 14, 21 & 28 Aug 25 - 27 Sep 11, 18 & 25 Sep 14 - 16 Oct 9, 16 & 23 Oct 25 - 27 Nov 8 - 10 Nov 13, 20 & 27 Dec 4, 11 & 18 Dec 21 - 23 | Classroom-based learning • 24 | \$ 535.00 | \$ 572.45 | \$ 90.95 | \$ 164.45 | \$ 90.95 |

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ICDL MS Excel WSQ

| | Course Duration (hrs) | Fee (\$S) Excl GST | Nett Fee (\$S) Incl GST | Nett Fee after Training Grant* SMEs | Nett Fee after Training Grant* Non-SMEs/Self-Sponsored | Nett Fee (\$S) after MCEs* |
|--|-------------------------------|--------------------|-------------------------|-------------------------------------|--|----------------------------|
| <ul style="list-style-type: none"> ICDL - Perform Spreadsheet Functions (Excel 2016) EC TGS-2016500632 Jul 19, 21 & 22 Aug 2 - 4 Aug 10 - 12 Aug 14, 21 & 28 Aug 20, 23 & 24 Sep 4, 11 & 18 Sep 8 - 10 Sep 20 - 22 Oct 1, 4 & 5 Oct 16, 23 & 30 Oct 18 - 20 Oct 27 - 29 Nov 5, 8 & 9 Nov 6, 13 & 20 Nov 23 - 25 Dec 1 - 3 Dec 4, 11 & 18 Dec 10, 13 & 14 Dec 27 - 29 | Classroom-based learning • 24 | \$ 535.00 | \$ 572.45 | \$ 90.95 | \$ 164.45 | \$ 90.95 |
| <ul style="list-style-type: none"> ICDL - Perform Advanced Spreadsheet Functions (Advanced Excel 2016) EC (Synchronous e-learning) TGS-2016500688 Jul 19, 21 & 22 Jul 29, 30 & Aug 2 Aug 6, 10 & 11 Aug 17 - 19 Aug 25 - 27 Sep 3, 6 & 7 Sep 17, 20 & 21 Sep 27 - 29 Oct 4 - 6 Oct 19 - 21 Oct 27 - 29 Nov 2, 3 & 5 Nov 19, 22 & 23 Nov 26, 29 & 30 Dec 7 - 9 Dec 15 - 17 Dec 27 - 29 | Synchronous e-learning • 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |
| <ul style="list-style-type: none"> ICDL - Perform Spreadsheet Functions (Excel 2019) TGS-2020503519 Aug 2 - 4 Aug 7, 14 & 21 Aug 25 - 27 Sep 6 - 8 Sep 11, 18 & 25 Sep 27 - 29 Oct 8, 11 & 12 Oct 9, 16 & 23 Oct 20 - 22 Nov 10 - 12 Nov 13, 20 & 27 Nov 22 - 24 Dec 4, 11 & 18 Dec 6 - 8 Dec 17, 20 & 21 | Classroom-based learning • 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |
| <ul style="list-style-type: none"> ICDL - Perform Advanced Spreadsheet Functions (Advanced Excel 2019) EC TGS-2020504094 Jul 21 - 23 Jul 26 - 28 Aug 10 - 12 Aug 30, 31 & Sep 1 Sep 9, 10 & 13 Sep 20 - 22 Sep 29, 30 & Oct 1 Oct 6 - 8 Oct 19 - 21 Nov 1 - 3 Nov 15 - 17 Nov 24 - 26 Dec 1 - 3 Dec 17, 20 & 21 | Classroom-based learning • 24 | \$ 600.00 | \$ 642.00 | \$ 102.00 | \$ 234.00 | \$ 102.00 |

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ICDL MS Powerpoint WSQ

| | Course Duration (hrs) | Fee (\$S) Excl GST | Nett Fee (\$S) Incl GST | Nett Fee after Training Grant* SMEs | Nett Fee after Training Grant* Non-SMEs/Self-Sponsored | Nett Fee (\$S) after MCEs* |
|--|-------------------------------|--------------------|-------------------------|-------------------------------------|--|----------------------------|
| <ul style="list-style-type: none"> ICDL - Perform Presentation Functions (PowerPoint 2016) EC (Synchronous e-learning) TGS-2017500692 Aug 12, 13 & 16 Aug 14, 21 & 28 Sep 4, 11 & 18 Sep 6 - 8 Oct 16, 23 & 30 Oct 18 - 20 Nov 6, 13 & 20 Nov 26, 29 & 30 Dec 4, 11 & 18 Dec 20 - 22 | Synchronous e-learning • 24 | \$ 535.00 | \$ 572.45 | \$ 90.95 | \$ 164.45 | \$ 90.95 |
| <ul style="list-style-type: none"> ICDL - Perform Advanced Presentation Functions (Advanced PowerPoint 2016) EC (Synchronous e-learning) TGS-2017500494 Jul 28 - 30 Aug 19, 20 & 23 Sep 9, 10 & 13 Sep 29, 30 & Oct 1 Oct 22, 25 & 26 Nov 8 - 10 Nov 19, 22 & 23 Dec 1 - 3 | Synchronous e-learning • 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |
| <ul style="list-style-type: none"> ICDL - Perform Presentation Functions (PowerPoint 2019) TGS-2020503598 Jul 23, 26 & 27 Aug 7, 14 & 21 Aug 10 - 12 Aug 26, 27 & 30 Sep 1 - 3 Sep 11, 18 & 25 Sep 14 - 16 Oct 4 - 6 Oct 9, 16 & 23 Oct 25 - 27 Nov 5, 8 & 9 Nov 13, 20 & 27 Nov 24 - 26 Dec 4, 11 & 18 Dec 13 - 15 Dec 27 - 29 | Classroom-based learning • 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |

▲ Operations Level ■ Supervisory Level ★ Managerial Level

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ICDL MS Word WSO

| | Course Duration (hrs) | Fee (\$\$) Excl GST | Nett Fee (\$\$) Incl GST | Nett Fee after Training Grant* | | Nett Fee (\$\$) after MCEs* | |
|---|----------------------------|---------------------|--------------------------|--------------------------------|-----------------------------|-----------------------------|----------|
| | | | | SMEs | Non-SMEs/ Self-Sponsored | | |
| <ul style="list-style-type: none"> ICDL - Perform Word Processing Functions (Word 2016) EC (Synchronous e-learning) TGS-2017500706 Jul 21 - 23 Aug 14, 21 & 28 Aug 17 - 19 Sep 11, 18 & 25 Sep 27 - 29 Oct 9, 16 & 23 Oct 11 - 13 Nov 10 - 12 Nov 13, 20 & 27 Dec 4, 11 & 18 Dec 15 - 17 | Synchronous e-learning ● | 24 | \$ 535.00 | \$ 572.45 | \$ 90.95 | \$ 164.45 | \$ 90.95 |
| <ul style="list-style-type: none"> ICDL - Perform Advanced Word Processing Functions (Advanced Word 2016) EC TGS-2017500491 Jul 26 - 28 Aug 5, 6 & 10 Aug 20, 23 & 24 Sep 14 - 16 Sep 27 - 29 Oct 7, 8 & 11 Oct 18 - 20 Nov 10 - 12 Nov 26, 29 & 30 Dec 10, 13 & 14 Dec 27 - 29 | Classroom-based learning ● | 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |
| <ul style="list-style-type: none"> ICDL - Perform Word Processing Functions (Word 2019) TGS-2020503611 Aug 2 - 4 Aug 7, 14 & 21 Sep 4, 11 & 18 Sep 15 - 17 Oct 12 - 14 Oct 16, 23 & 30 Nov 6, 13 & 20 Nov 15 - 17 Dec 4, 11 & 18 Dec 8 - 10 | Classroom-based learning ● | 24 | \$ 550.00 | \$ 588.50 | \$ 93.50 | \$ 180.50 | \$ 93.50 |

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Interpersonal Skills WSO

| | Credit Value | Course Duration (hrs) | Fee (\$\$) Excl GST | Nett Fee (\$\$) Incl GST | Nett Fee after Training Grant* | | Nett Fee (\$\$) after MCEs* |
|--|------------------------------|-----------------------|---------------------|--------------------------|--------------------------------|-----------------------------|-----------------------------|
| | | | | | SMEs | Non-SMEs/ Self-Sponsored | |
| <ul style="list-style-type: none"> Communicate and Relate Effectively at the Workplace TGS-2011501158 Jul 12 - 13 Oct 11 - 12 | Classroom-based learning ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Work in a Team TGS-2012500376 Aug 30 - 31 Nov 29 - 30 | Classroom-based learning ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Facilitate Effective Communication and Engagement at the Workplace (Synchronous e-learning) TGS-2011501272 Sep 16 - 17 | Synchronous e-learning ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Develop a Work Team (Synchronous e-learning) IPS-DAWT-01 Jul 26 - 27 Nov 15 - 16 | Synchronous e-learning ● * | 16 | \$ 250.00 | \$ 267.50 | - | - | - |
| <ul style="list-style-type: none"> Lead Workplace Communication and Engagement IPS-LWCE-02 Sep 20 - 21 Dec 16 - 17 | Classroom-based learning ● * | 16 | \$ 250.00 | \$ 267.50 | - | - | - |

In-Company Training

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|---|------------------------------|----|-----------|-----------|----------|-----------|----------|
| <ul style="list-style-type: none"> Facilitate Effective Work Teams TGS-2012500380 | Classroom-based learning ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Lead a Virtual Team TGS-2014500540 | Classroom-based learning ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Manage Cross Functional and Culturally Diverse Teams TGS-2012500426 | Classroom-based learning ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |

▲ Operations Level ■ Supervisory Level * Managerial Level

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Job Safety Skills WSQ

| | Course Duration (hrs) | Fee (\$\$) Excl GST | Nett Fee (\$\$) Incl GST | Nett Fee after Training Grant* | | Nett Fee (\$\$) after MCEs* | | |
|--|--------------------------|---------------------|--------------------------|--------------------------------|-----------------------------|-----------------------------|----------|----------|
| | | | | SMEs | Non-SMEs/ Self-Sponsored | | | |
| <ul style="list-style-type: none"> Comply with Workplace Safety and Health Policies and Procedures TGS-2011501444 Nov 15 - 16 | Classroom-based learning | ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |

In-Company Training

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|---|--------------------------|---|----|-----------|-----------|----------|----------|----------|
| <ul style="list-style-type: none"> Maintain Workplace Safety and Health Policies and Procedures TGS-2011501570 | Classroom-based learning | ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Manage Workplace Safety and Health System JS-MWSH-01 | Classroom-based learning | * | 16 | \$ 250.00 | \$ 267.50 | - | - | - |

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bizSAFE

| | Course Duration (hrs) | Fee (\$\$) Excl GST | Nett Fee (\$\$) Incl GST | Nett Fee after Training Grant* | | Nett Fee (\$\$) after MCEs* | | |
|---|--------------------------|---------------------|--------------------------|--------------------------------|-----------------------------|-----------------------------|-----------|----------|
| | | | | SMEs | Non-SMEs/ Self-Sponsored | | | |
| <ul style="list-style-type: none"> Develop a Risk Management Implementation Plan WSQ (bizSAFE Level 2) TGS-2012500986 Sep 9 - 10 Nov 11 - 12 | Classroom-based learning | ● | 16 | \$ 320.00 | \$ 342.40 | \$ 54.40 | \$ 182.40 | \$ 54.40 |

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Personal Management and Development Skills WSQ

| | | | Course Duration (hrs) | Fee (\$S) Excl GST | Nett Fee (\$S) Incl GST | Nett Fee after Training Grant* | | Nett Fee (\$S) after MCEC* |
|--|------------------------|-----|-----------------------|--------------------|-------------------------|--------------------------------|-----------------------------|----------------------------|
| | | | | | | SMEs | Non-SMEs/ Self-Sponsored | |
| <ul style="list-style-type: none"> Adapt to Change (Synchronous e-learning) TGS-2011501224 Oct 4 - 5 Dec 9 - 10 | Synchronous e-learning | ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Apply Emotional Competence to Manage Self at the Workplace (Synchronous e-learning) TGS-2012500289 Aug 12 - 13 Oct 18 - 19 Nov 29 - 30 | Synchronous e-learning | ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Develop Personal Effectiveness at Operations Level (Synchronous e-learning) TGS-2011501219 Nov 15 - 16 | Synchronous e-learning | ● ▲ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Apply Emotional Competence to Manage Self and Team (Synchronous e-learning) TGS-2012500660 Jul 5 - 6 Sep 6 - 7 Nov 22 - 23 | Synchronous e-learning | ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Develop Personal Effectiveness at Supervisory Level (Synchronous e-learning) TGS-2011501308 Aug 30 - 31 Dec 6 - 7 | Synchronous e-learning | ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Manage Workplace Challenges with Resilience (Synchronous e-learning) TGS-2013501272 Sep 27 - 28 Dec 13 - 14 | Synchronous e-learning | ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |

In-Company Training

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|--|--------------------------|-----|----|-----------|-----------|----------|-----------|----------|
| <ul style="list-style-type: none"> Foster Team Adaptability TGS-2011501327 | Classroom-based learning | ● ■ | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 67.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Apply Emotional Competence to Manage Self and Others in a Business Context (Synchronous e-learning) TGS-2012500427 | Synchronous e-learning | ● * | 16 | \$ 250.00 | \$ 267.50 | \$ 42.50 | \$ 142.50 | \$ 42.50 |
| <ul style="list-style-type: none"> Develop Personal Effectiveness at Managerial Level (Synchronous e-learning) PM-DPEM-01 | Synchronous e-learning | * | 16 | \$ 250.00 | \$ 267.50 | - | - | - |

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