

# 2015

# CORPORATE TRAINING CALENDAR

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**MANAGEMENT DEVELOPMENT & CONSULTANCY**  
A LEADING PROVIDER OF CORPORATE TRAINING AND CONSULTANCY SERVICES

 **MDIS**  
Management Development & Consultancy  
*The Corporate Training Arm of MDIS*

# Vision

The choice for lifelong learning with global recognition.

# Mission

A caring and socially responsible institution that maximises the potential of individuals and organisations through globally accredited programmes.

# Core Values

The acronym for MDIS' core values is **LEARN**.

- L:** Lifelong Learning - We embrace **lifelong learning**.
- E:** Excellence - We strive for **excellence** in customer care.
- A:** Ability-driven - We offer **ability-driven** education and training.
- R:** Responsibility - We take **responsibility** in ensuring high quality programmes.
- N:** Nurture - We **nurture** talents for the new economy.

# Culture

MDIS embraces a culture of lifelong learning to nurture and maximise the potential of our stakeholders.



## MDIS CORPORATE TRAINING SERVICES

Leading the way for effective talent management by delivering....

- ▶ The **RELIABILITY** of a true business partner
- ▶ The **EXPERTISE** to maximise the value of your workforce
- ▶ The **REACH** to touch global audience through scalable resources

### MANAGEMENT DEVELOPMENT & CONSULTANCY

Management Development and Consultancy (MDC), the corporate training arm of MDIS has since its establishment in June 1995, played a leading role in meeting the changing needs of many business organisations. We provide a wide range of well-designed programmes specially catered for business organisations with different training needs.

### OUR COMMITMENT

MDC is committed to developing high quality programmes with accredited trainers, providing training solutions that are at pace with the dynamic changes in the business world. As an independent training authority, MDC is able to provide impartial assessment and customised training programmes to meet our client's training needs.

### OUR EXPERTISE

Covering a wide variety of specialist subjects, the MDC experience promises a superior training product with renowned industry experts, leaders in their field.

#### Our expertise covers:

- Business Management
- Communication
- Creativity and Innovation
- Emotional Intelligence
- Financial Management
- HR Development
- HR Management
- Marketing
- Personal Effectiveness and Productivity
- Risk Management
- Sales
- Service Excellence
- Supervisory Management
- Team Leadership
- I.T. Short Courses

### OUR TRAINERS

All of our Associate Trainers offer our high level of service therefore are subject to regular peer assessments and interview prior to joining our Institute. They must all be qualified and have relevant experience to an agreed level and are subjected to continual audit and evaluation. Strict internal assessment is implemented as an integral part of our quality control mechanism.

The training division is **ISO 9001:2008** registered, with both our internal and client procedures subject to independent external audit.



## CUSTOMISED TRAINING

### CUSTOMISED TRAINING SOLUTIONS

#### Understanding your industry, adding value to your business

We focus on providing clients with solutions beyond the model of conventional training. By identifying the skills, knowledge and behaviours needed for optimum performance, we assemble our training solutions completely around your desired outcomes. Our proven framework for analysing the business and training need allows us to get to the core of your development requirements. All of our training solutions have a profound impact when implemented in practice.

Our team of accredited, highly-experienced and inspiring trainers, facilitators and coaches possess a potent combination of management experience, practitioner knowledge and industry know-how in their respective fields of profession, to deliver active learning programmes to serve training needs across all industries.

#### Our customised solutions include:

1. **Customised Training** - adapted to suit your business environment and objectives
2. **Blended Solutions** - where training is preceded by an onsite needs-analysis and multiple interviews
3. **1-on-1 Coaching** - focused and impactful interventions for senior managers
4. **Consultancy** - an analysis of existing business problems and the development of strategies for improved performance

#### Our Approach:

##### Step 1: Define Competencies

During this phase, we work with you to identify your organisation's key business issues. The needs analysis will help identify in which context to create a highly synergistic solution.

##### Step 2: Skills Gap Analysis

Together with our expert, we will identify skills gap utilising a range of assessment tools, to identify the critical and noncritical skills that are needed to carry out a role effectively.

##### Step 3: Developing a Customised Solution

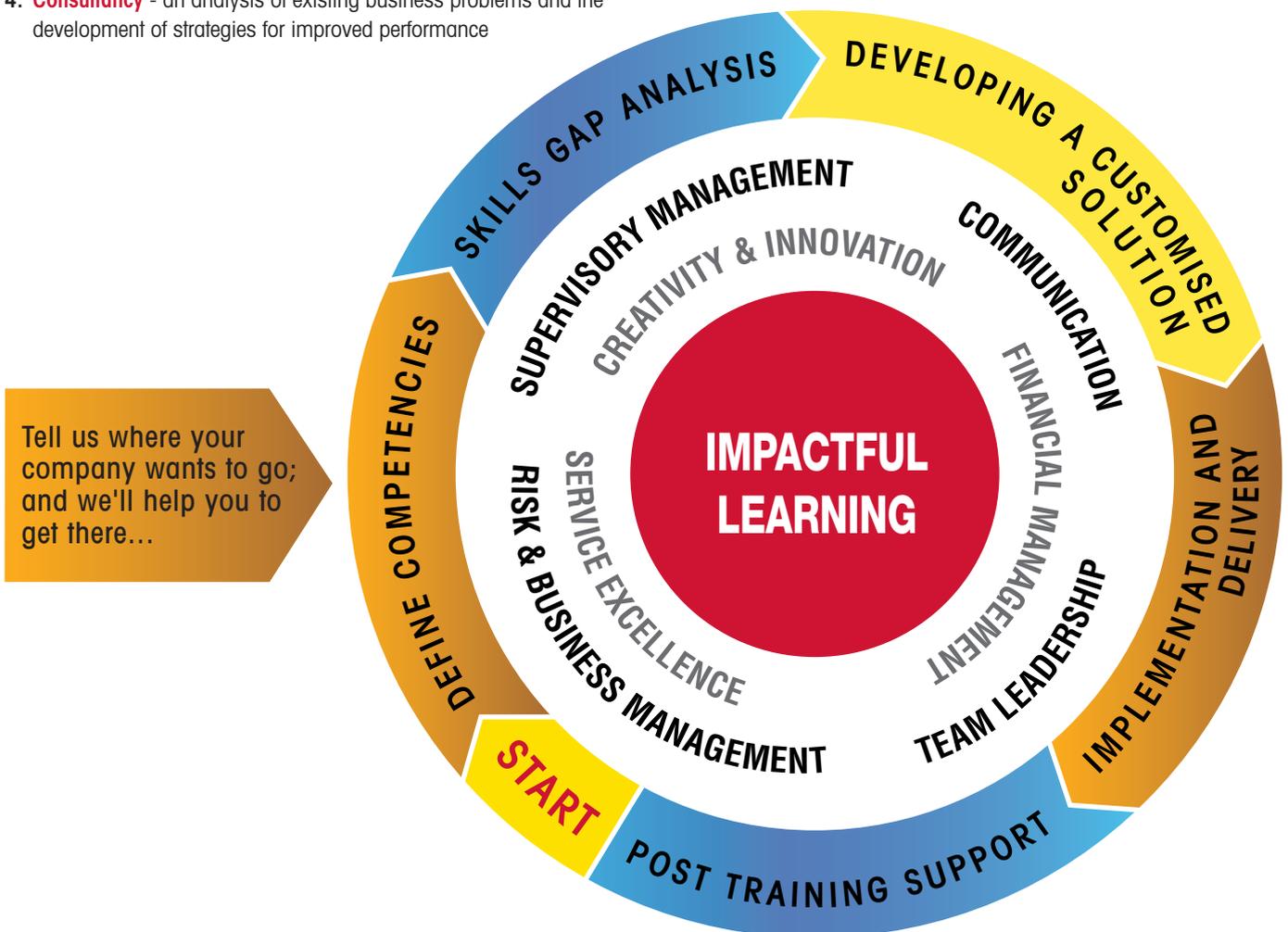
The programmes we develop will have a measurable and noticeable impact on operational performance and increase their effectiveness in areas identified by you.

##### Step 4: Implementation and Delivery

Your customised course will ensure that every aspect of the programme is reality-based and relevant to your organisation. The format of your course is a vital component and may range from case studies, syndicate exercise groups, discussions and / or role plays to ensure that the course is stimulating on every level.

##### Step 5: Post Training Support

Studies show that a vast percentage of new skills are lost if they are not reinforced once back in the workplace. We offer continuous support, coaching and feedback to guarantee success. Follow-up sessions are available to focus on continuing improvement and ensure that the skills of the participant are consistently enhanced.



# CORPORATE TRAINING CALENDAR 2015

No.	Workshop Title	Fees* (Incl. of GST) (SGD)	Funding	Duration (Days)	Trainer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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## Risk Management

Market Risk Management		1	Module 1 – Practical Framework and Application on Enterprise Risk Management (ERM)	\$S1,712.00	SDF	2	Lim Ai Leng	22 - 23			3 - 4						
		2	Module 1A – Application on Fundamental of Market Risks for Corporate	\$S2,782.00	SDF	2	Lim Ai Leng	2 - 3				6 - 7					
		3	Module 1B – Developing Risk Management Solutions using Derivative for Corporate Client	\$S2,782.00	SDF	2	Lim Ai Leng	9 - 10				27 - 28					
		4	Module 2 – Introduction to Foreign Exchange Risk Hedging for Exporter and Importer	\$S2,782.00	SDF	2	Lim Ai Leng		17 - 18				4 - 5				
		5	Module 2A – Structure, Applicability and Suitability of Investment Products for Corporate	\$S2,996.00	SDF	2	Lim Ai Leng		26 - 27				25 - 26				
		6	Module 3 – Introduction to Hedging for Corporate Asset and Liability	\$S2,996.00	SDF	2	Lim Ai Leng		15 - 16					10 - 11			
		7	Module 3A – Basic Derivative Instruments Pricing (Interest Rate and FX Derivatives)	\$S2,996.00	SDF	2	Lim Ai Leng				13 - 14				7 - 8		
		8	Module 3B – Advanced Derivative Instruments Pricing (Interest Rate and FX Derivatives)	\$S2,996.00	SDF	2	Lim Ai Leng				28 - 29				26 - 27		
Legal Risk Management		9	Company Law: A Practical Appreciation for Non-Legal Persons	\$S1,337.50	SDF	2	Daniel Theyagu	4 - 5				1 - 2					7 - 8
		10	Contract Administration Management	\$S1,337.50	SDF	2	Daniel Theyagu		9 - 10		23 - 24		28 - 29				
Fraud Risk Management		11	Practical Application of Commercial Law	\$S1,337.50	SDF	2	Daniel Theyagu	12 - 13			15 - 16					16 - 17	
		12	Internal Controls Masterclass – Implementing Effective Internal Controls to Prevent and Detect Fraud	\$S1,177.00	SDF	2	Jessica Hong	12 - 13				23 - 24					7 - 8
IT Risk Management		13	Preventing and Detecting Procurement Fraud	\$S1,177.00	SDF	2	Jessica Hong	12 - 13			10 - 11					23 - 24	
		14	Safeguarding Your Organisation Against Fraud	\$S1,177.00	SDF	2	Jessica Hong		2 - 3		3 - 4		29 - 30				
IT Risk Management		15	Business Continuity and Disaster Recovery	\$S642.00	SDF	1	Bobby Chung		27			31				6	
		16	Network Fundamentals	\$S1,177.00	SDF	2	Bobby Chung		2 - 3		4 - 5				5 - 6		
		17	Network Security for Non-IT Professionals	\$S1,177.00	SDF	2	Bobby Chung		2 - 3				5 - 6		12 - 13		
		18	Types of Computer and Network Attacks for Non-IT Professionals	\$S1,177.00	SDF	2	Bobby Chung					22 - 23		29 - 30			

## Business Management

Strategic Management		19	Business Process Reengineering (BPR) for Competitive Advantage	\$S1,337.50		2	Bobby Chung	12 - 13				29 - 30			1 - 2		
		20	Business Statistics: Statistical Thinking for Decision Making	\$S963.00	SDF	2	Kho Teng Hock		19 - 20		15 - 16						7 - 8
Operational Management		21	Developing a Strategic Plan for an Organisation	\$S1,337.50	SDF	2	GV Nathan	14 - 15			27 - 30			19 - 20			
		22	Leading and Managing Organisational Change	\$S1,337.50	SDF	2	Jimmy Chew	28 - 29		25 - 26			17 - 18				
		23	Achieving a Productive Lean Warehouse	\$S1,337.50	SDF	2	Petros Zenieris		23 - 24			20 - 21					1 - 2
Operational Management		24	Inventory and Warehouse Applications to Optimise Company's Performance	\$S1,337.50	SDF	2	Petros Zenieris	5 - 6		7 - 8			21 - 22				
		25	Warehouse Management Functions for Productive Operation	\$S1,337.50	SDF	2	Petros Zenieris		20 - 21			17 - 18			23 - 24		
Project Management		26	Microsoft Projects 2013	\$S588.50		2	Microsoft Certified Trainer		29 - 30			13 - 14					3 - 4
Office Management		27	Project Management Masterclass	\$S963.00	SDF	2	Jack Chua	29 - 30		22 - 23		27 - 28		12 - 13			
		28	Effective Office Skills for Administrative Support Staff	\$S963.00	SDF	2	Catherine Syn	7 - 8		13 - 14			3 - 4		25 - 26		
		29	Effective Secretarial Skills	\$S963.00	SDF	2	Catherine Syn	26 - 27		27 - 28		21 - 22		22 - 23			
		30	Office Administration Management for Executives and Managers	\$S963.00	SDF	2	Catherine Syn		25 - 26			10 - 11		1 - 2			

## HR Management

	31	Balanced Scorecard for Strategic Transformation of Business	\$S1,337.50		2	HC Kwok				29 - 30					19 - 20		
	32	Employee Counselling and Grievance Handling	\$S963.00		2	Grace Tan				4 - 5					15 - 16		
	33	Employee Recruitment and Interview	\$S963.00		2	Grace Tan		26 - 27			30 - 31						17 - 18
	34	Employment Act and its Practical Applications	\$S963.00	SDF	2	GV Nathan			20 - 21			5 - 6			16 - 17		
	35	Managing Workplace Diversity and Expatriates	\$S1,337.50		2	GV Nathan		11 - 12			8 - 9		9 - 10				
	36	Organisational Strategies for Effective HR Management and Development	\$S1,337.50	SDF	2	HC Kwok		19 - 20					16 - 17				

## Special Discounts\*

**MDIS Member Discount 15%**

**MDIS Student Discount 50%**

**Group Discount 10% (for Company Sponsored only)**

- Three or more participants for the same course and date
- Five or more participants for the same course and date  
- Applicable for IT Short Courses only

### \* Terms and Conditions:

- Only one discount scheme is applicable at any one time.
- Please scan and send a copy of the selected membership card together with your registration form to [mdc@mdis.edu.sg](mailto:mdc@mdis.edu.sg).
- SDF Funding is nontaxable.

# CORPORATE TRAINING CALENDAR 2015

No.	Workshop Title	Fees* (Incl. of GST) (SGD)	Funding	Duration (Days)	Trainer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
37	Conducting an Effective Training Needs Analysis	S\$963.00	SDF	2	Francis Claudius			16 - 17			29 - 30	20 - 21					19 - 20
 38	Driving Performance and Retention through Employee Engagement	S\$1,337.50		2	Jimmy Chew				7 - 8					1 - 2			
 39	Employee Engagement and Motivation	S\$1,337.50		2	Grace Tan	19 - 20						22 - 23					4 - 5
 40	Managing Difficult Employee Conversations	S\$1,337.50	SDF	2	HC Kwok			4 - 5			18 - 19				12 - 13		
41	Performance Appraisal	S\$963.00	SDF	2	Robin Robbins						25 - 26						2 - 3
 42	Talent Acquisition, Management and Succession Planning	S\$1,337.50		2	Grace Tan					21 - 22					29 - 30		
 43	Train the Technical Trainers	S\$1,177.00		2	Jimmy Chew	8 - 9			15 - 16			2 - 3			26 - 27		
44	Train the Trainer	S\$1,177.00	SDF	2	Jimmy Chew		26 - 27			11 - 12			24 - 25				12 - 13
 45	Translating Strategy into Learning	S\$1,337.50		2	HC Kwok			30 - 31					19 - 20				

## Financial Management

46	Basic Accounting	S\$963.00	SDF	2	Lawrence Poh	28 - 29			22 - 23			6 - 7				1 - 2	
 47	Effective Costing, Cash Flow Management and Budgetary Control	S\$1,177.00		2	Lim Kaim Soon		10 - 11			5 - 6			5 - 6				24 - 25
48	Finance for Non-Finance Professionals	S\$963.00	SDF	2	Lawrence Poh	6 - 7				25 - 26			17 - 18				18 - 19
 49	Financial Management – Implementing Effective Financial and Investing Strategies	S\$1,177.00		2	Lim Kaim Soon			24 - 25			25 - 26			29 - 30			8 - 9
50	Understanding and Analysing Financial Statements	S\$1,177.00		2	Lim Kaim Soon	20 - 21			28 - 29			29 - 30					29 - 30
 51	Understanding GST Concepts for Businesses	S\$1,177.00		2	Andre Lim	13 - 14	2 - 3	5 - 6	7 - 8	19 - 20			20 - 21	21 - 22			2 - 3
 52	Understanding Malaysia GST Concepts for Businesses	S\$1,177.00		2	Andre Lim	26 - 27				11 - 12		13 - 14					5 - 6

## Team Leadership

 53	Effective Change Leadership for Managers	S\$1,177.00		2	HC Kwok	8 - 9					11 - 12					14 - 15	
54	Effective Team Leadership	S\$963.00	SDF	2	Patricia Wellington							20 - 21					12 - 13
55	Lead Your Team with Confidence in the 21 <sup>st</sup> Century	S\$1,177.00	SDF	2	Arul John Peter		12 - 13				27 - 28		19 - 20				26 - 27
 56	Leadership in Action	S\$1,177.00		2	Jimmy Chew				23 - 24			23 - 24					5 - 6
57	Leading High Performance Teams	S\$963.00	SDF	2	Patricia Wellington							27 - 28					19 - 20
 58	Unlock Your Creativity	S\$513.60		1	Jimmy Chew			11			12			9			7

## Supervisory Management

 59	Coaching with Neuro-Linguistic Programming (NLP) Skills	S\$513.60		1	Francis Claudius					15		1				21	1
 60	Developing Effective KPIs and KRA for Performance Excellence	S\$963.00		2	Andrew Cheah			5 - 6			15 - 16		3 - 4			1 - 2	
 61	Effective Communication for Managers	S\$1,177.00	SDF	2	HC Kwok		9 - 10					6 - 7					2 - 3
62	Essential Managerial Skills	S\$963.00	SDF	2	Andrew Cheah	15 - 16		9 - 10		12 - 13		13 - 14		15 - 16			16 - 17
63	Performance Coaching	S\$1,177.00		2	Jack Chua			19 - 20			3 - 4			1 - 2			1 - 2
 64	Supervising Principles, Skills and Techniques for Managing the 21 <sup>st</sup> Century Organisation	S\$1,177.00	SDF	2	Arul John Peter	5 - 6	24 - 25		8 - 9		4 - 5		12 - 13		8 - 9	12 - 13	17 - 18
65	Team Management Skills	S\$963.00	SDF	2	Francis Claudius		26 - 27				28 - 29		27 - 28				27 - 28

## Sales

 66	Advanced Negotiation Masterclass	S\$963.00		2	Wekie Tay				27 - 28			30 - 31					19 - 20
67	Effective Negotiation Skills	S\$963.00	SDF	2	Wekie Tay	15 - 16	9 - 10	5 - 6	16 - 17	7 - 8	8 - 9	2 - 3	3 - 4	3 - 4	5 - 6	19 - 20	17 - 18
68	Effective Telemarketing Techniques	S\$963.00	SDF	2	Wekie Tay						11 - 12						2 - 3
69	Key Account Selling and Management	S\$963.00	SDF	2	Mohan Kuruvilla			19 - 20						25 - 26			10 - 11
70	Professional Selling Skills	S\$963.00		2	Wekie Tay	21 - 22				11 - 12							7 - 8
71	Relationship Marketing	S\$963.00	SDF	2	Wekie Tay				9 - 10						17 - 18		
72	Understanding Customers Decision Making Process	S\$963.00	SDF	2	Wekie Tay				23 - 24				20 - 21				16 - 17

## Marketing

73	Developing Marketing Plan for Competitive Advantages	S\$963.00		2	Cecilia Sim	29 - 30				18 - 19					7 - 8		
74	Effective Event Management	S\$963.00	SDF	2	James Suresh		11 - 12			4 - 5				9 - 10			7 - 8
75	Effective Marketing Strategies for Business Sustainability	S\$963.00		2	Cecilia Sim				13 - 14			14 - 15				19 - 20	
 76	Effective Sponsorship Marketing	S\$1,198.40		2	Frankie Lim			24 - 25		14 - 15						27 - 28	
 77	Fundamentals of Building a Strong Brand	S\$1,198.40		2	Frankie Lim			24 - 25		28 - 29			27 - 28				3 - 4
 78	How to Write and Design Effective Brochures	S\$1,177.00		2	Allein Moore						23 - 24						1 - 2
 79	Integrated Marketing Communications for Beginners	S\$1,198.40		2	Frankie Lim			12 - 13				9 - 10		21 - 22			
80	Marketing for Non-Marketing Professionals	S\$963.00	SDF	2	Dr Donald Tan							8 - 9					16 - 17
81	Strategic Marketing for Competitive Advantage	S\$963.00	SDF	2	Dr Donald Tan				6 - 7					17 - 18			
82	The Craft of Copywriting	S\$1,177.00	SDF	2	Allein Moore				30 - 31				22 - 23				25 - 26

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## Communication - General

83	Conflict Management Skills	S\$513.60	SDF	1	Francis Claudius	28		4			3				1		3
84	Corporate Etiquette and Professional Image	S\$513.60		1	Teo Ser Lee			13		18	10					6	
85	Effectiveness and Etiquette on the Phone	S\$513.60	SDF	1	Caroline Dawson	9					15				3		
86	Excellent People Skills at Work	S\$963.00	SDF	2	Caroline Dawson	6-7			8-9			2-3			1-2		
87	How to Work More Effectively with Others Using the MBTI	S\$513.60	SDF	1	Matthew James	30					17				12		
88	Influencing Skills	S\$513.60	SDF	1	Lorraine Kwek					27				16			
89	The Art of Persuasion at Work	S\$963.00	SDF	2	Wekie Tay				13-14			12-13					
90	Understanding Behaviour Styles for Improved Relationship	S\$513.60		1	Francis Claudius		4				5				7		
91	Winning with Difficult People	S\$963.00	SDF	2	Robin Robbins	28-29					8-9						18-19

## Communication - Spoken

 92	Advanced Presentation Masterclass	S\$963.00		2	Lorraine Kwek							20-21					2-3
93	Assertiveness Techniques and Approaches	S\$963.00	SDF	2	Wekie Tay		5-6		20-21		15-16			21-22			3-4
94	Becoming a Polished Presenter	S\$963.00		2	Matthew James			16-17	16-17		25-26		17-18		8-9	26-27	
95	Customer Care Excellence through Professional Phone Etiquette	S\$963.00		2	Caroline Dawson					20-21					15-16		
96	Effective Communication for Better Workplace Efficiency	S\$963.00	SDF	2	Grace Lee	15-16		30-31		6-7		5-6		19-20		14-15	
97	Effective Presentation Skills	S\$963.00	SDF	2	Lorraine Kwek	26-27				25-26		13-14		14-15		5-6	
98	Fine Tuning your Business English	S\$963.00		2	Andrew McKay			9-10		11-12				1-2			17-18
99	Leveraging the Power of Neuro-Narrative Persuasion in Leading Change	S\$642.00		1	Gideon F. Mukwai						24				26		

## Communication - Written

100	Basic English Business Writing	S\$963.00	SDF	2	Andrew McKay		5-6			21-22		22-23					
101	Handling Written Enquiries and Complaints	S\$963.00	SDF	2	Caroline Dawson			11-12		26-27				17-18			9-10
102	Power Writing Skills for Executives and Managers	S\$963.00	SDF	2	Mae Wong	29-30			6-7		22-23		24-25				10-11
103	The Essentials of Email Writing and Etiquette	S\$513.60	SDF	1	Caroline Dawson	8	11	4		11		9	14		21		3
104	Writing Effective Reports	S\$513.60	SDF	1	Caroline Dawson		4			19			19		23		4
105	Writing Good Minutes	S\$513.60	SDF	1	Caroline Dawson	23		3	16		3	23		4	7	3	

## Creativity & Innovation

106	Analytical and Creative Problem Solving	S\$963.00	SDF	2	Francis Claudius	12-13			27-28			13-14			8-9		
107	Creative Brainstorming Techniques using Mind Maps	\$1,337.50		2	Eric Cheong				27-28					28-29			
108	Critical and Creative Thinking	S\$963.00	SDF	2	Andrew Cheah		2-3			4-5		9-10			5-6		
109	Innovative Techniques of Problem Solving and Decision Making in the Workplace	S\$963.00	SDF	2	Daniel Theyagu			3-4			9-10			8-9			1-2
110	Out-of-the-Box Thinking and Problem Solving with PRISM <sup>®</sup>	S\$963.00	SDF	2	Ted Chan			12-13		13-14		1-2			14-15		
111	Thinking Creatively in the Workplace with SCRAMBLE	S\$513.60	SDF	1	Daniel Theyagu	5			6			4					2
 112	Unleash the Innovation Champion in You	S\$513.60		1	Ted Chan	7					17						27

## Emotional Intelligence

 113	Building and Sustaining High Performance at the Workplace through EQ Skills	S\$1,177.00	SDF	2	Arul John Peter		2-3			6-7				3-4			7-8
114	Emotional Intelligence (EQ) for Better Working Relationship	S\$963.00		2	Daniel Theyagu	7-8			13-14		7-8				20-21		
115	H.E.A.R.T @ Work	S\$513.60		1	Jeffrey Goh	19			10		3				15		
 116	Managing Anger @ Work	S\$513.60		1	Jeffrey Goh	14			22			14					18
117	Practical Aspects of Emotional Intelligence	S\$963.00		2	Francis Claudius			18-19			23-24			28-29			26-27

## Service Excellence

 118	Achieving Successful Service Excellence for Business	S\$856.00		2	Abraham Judah				23-24			20-21			15-16		
 119	Building a Customer-Focused Service Team	S\$856.00		2	Grace Lee		24-25				11-12						3-4
120	Exceptional Customer Service	S\$856.00	SDF	2	Catherine Syn		12-13			26-27		13-14					
121	Handling Difficult Customers and Complaints	S\$856.00	SDF	2	Catherine Syn			4-5				28-29					15-16
 122	Managing Expectations of Internal and External Customers	S\$856.00	SDF	2	Abraham Judah	26-27				14-15				17-18			
 123	Rendering Total Service at Every Level	S\$856.00	SDF	2	Abraham Judah						22-23			29-30			21-22
124	Saying "No!" Positively	S\$856.00	SDF	2	Grace Lee				29-30			23-24			5-6		

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## Personal Effectiveness & Productivity

125	Achieving Personal Breakthrough and Sustained Success - ONLY YOU!	S\$588.50		1	Rick Quek		6			14				16			
 126	Birds of Different Feathers can Flock Together	S\$513.60		1	Jeffrey Goh	9			17			19				20	
 127	Boosting Productivity through Mindset Change	S\$856.00		2	Jimmy Chew		12-13			21-22		27-28					10-11
128	Change: Turning Challenges into Opportunities	S\$513.60		1	Ted Chan				7					30			
129	Doing Your Job and Enjoying It	S\$513.60		1	Arul John Peter	16			10			26				30	
 130	Effective Time and Stress Management at Workplace	S\$513.60		1	Francis Claudius	29			15			8			13		2
131	Even Eagles Need a Push	S\$513.60		1	Jeffrey Goh			2				24			26		
 132	F.L.O.W. The Pathway to Peak Performance	S\$856.00		2	Ted Chan		26-27				18-19			1-2			17-18
 133	Lean Approach To Optimise Productivity and Efficiency	S\$856.00		2	Andrew Cheah			12-13				27-28				12-13	
134	Nobody Told Me!	S\$513.60		1	Daniel Theyagu		11			25		10		9			
 135	Office Politics 101	S\$513.60		1	Abraham Judah	14						15					
136	Razor Sharp Memory for Greater Productivity and Effectiveness	S\$856.00		2	Daniel Theyagu			23-24			25-26			14-15		5-6	
137	Root Cause Analysis	S\$856.00	SDF	2	Andrew Cheah				9-10				5-6			23-24	
138	Smart Time Management	S\$513.60		1	James Suresh		2	6		29		7	18			2	
139	Speed Reading for Greater Office Productivity	S\$856.00		2	Daniel Theyagu		16-17		27-28		4-5	13-14					14-15
 140	Taking Initiatives	S\$856.00		2	Jeffrey Goh	20-21			29-30			24-25					
141	The P-Workshop – Equipped to Deliver “Profit for Organisation: Promotion for Self”	S\$588.50		1	Rick Quek			30			29			11			
142	The 7-Ups to Personal Effectiveness	S\$513.60		1	Jeffrey Goh		20				1				30		

## I.T. Short Courses

	143	Microsoft Excel 2010 – Level 1 Essentials	S\$321.00	SDF	2			5-6		6-7		2-3			1-2			
	144	Microsoft Excel 2010 – Level 2 Advanced	S\$321.00	SDF	2		14-15	4-5	9-10	9-10	4-5	11-12	6-7	6-7	1-2	12-13	2-3	8-9
 145	Microsoft Excel 2010 – Level 3 Beyond Advanced	S\$428.00		2					7-8					3-4		5-6		
 146	Microsoft Excel 2010 – Level 4 Charting Techniques	S\$428.00		2					11-12							12-13		
 147	Microsoft Excel 2010 – Level 5 (Introduction to Excel VBA)	S\$428.00		2					14-15							17-18		
 148	Microsoft Excel 2013 – Level 1 Essentials	S\$321.00		2	Microsoft Certified Trainer	12-13			13-14			9-10			8-9			
 149	Microsoft Excel 2013 – Level 2 Advanced	S\$321.00	SDF	2		22-23					16-17					14-15		
 150	Microsoft Excel 2013 – Level 3 Beyond Advanced	S\$321.00		2				19-20										
 151	Microsoft Excel 2013 – Level 4 Charting Techniques	S\$428.00		2					27-28						21-22			
 152	Microsoft Excel 2013 – Level 5 (Introduction to Excel VBA)	S\$428.00		2							8-9						21-22	
	153	Data Management Analytics with Pivot Tables (Excel 2010)	S\$535.00		1		7		8				4			16		
 154	Data Management Analytics with Pivot Tables (Excel 2013)	S\$535.00		1			21			13				11			11	
	155	Microsoft Word 2010 – Level 1 Essentials	S\$321.00	SDF	2		8-9				22-23				19-20			
	156	Microsoft Word 2010 – Level 2 Advanced	S\$321.00	SDF	2			16-17				13-14				24-25		
 157	Microsoft Word 2013 – Level 1 Essentials	S\$321.00		2	Microsoft Certified Trainer					18-19				7-8				
 158	Microsoft Word 2013 – Level 2 Advanced	S\$321.00		2							25-26				27-28			
	159	Microsoft PowerPoint 2010 – Level 1 Essentials	S\$321.00	SDF	2		19-20			21-22				9-10				
	160	Microsoft PowerPoint 2010 – Level 2 Advanced	S\$321.00	SDF	2		29-30				29-30				21-22			
 161	Microsoft PowerPoint 2013 – Level 1 Essentials	S\$321.00		2	Microsoft Certified Trainer		24-25						20-21					
 162	Microsoft PowerPoint 2013 – Level 2 Advanced	S\$321.00		2					16-17					17-18				
 163	Microsoft Access 2010 – Level 1 Essentials	S\$428.00		2					21-22				17-18					
 164	Microsoft Access 2010 – Level 2 Advanced	S\$428.00		2	Microsoft Certified Trainer					28-29						26-27		
 165	Microsoft Access 2010 – Level 3 Beyond Advanced	S\$428.00		2							18-19					17-18		
	166	Integrating Microsoft Office 2010 Applications	S\$299.60		1	Microsoft Certified Trainer				15			19					
	167	Integrating Microsoft Office 2013 Applications	S\$299.60		1						25					7		
 168	TCP/IP for Beginners	S\$1177.00		2	Bobby Chung	22-23					26-27				14-15			



For more details of each course and latest updates on SDF Funding availability, please log on to [www.mdis.edu.sg/corporate-training](http://www.mdis.edu.sg/corporate-training).

## OVERSEAS BUSINESS

### GLOBAL TRAINING SERVICES

As an added flexibility for our clients, MDC conducts training and consultancy services in other destinations at our clients' convenience. We also cater to the needs of overseas companies who are keen to learn from Singapore's government agencies and multinational corporations by organising study tours and company visits.

Our Executive Education team works very closely with many organisations globally, from all industry sectors (Banking, Finance, Health, Law, Retail, Real Estate, Land Development, Telecommunications, Public Sector, Pharmaceutical, Tourism and Hospitality, Family Businesses, Service Firms, Shipping and Logistics) to design executive training programmes specifically for their needs. These programmes include:

- Banking and Finance
- Communications
- Creativity and Innovation
- Destination and Tourism Marketing
- Entrepreneurship Development
- e-Government and ICT
- Healthcare Management
- Human Resources Management
- Leadership Development
- Management and Supervisory
- Public Administration and Management
- Sales and Marketing
- Service Excellence

Over the years, MDC has undertaken training assignments for countries such as Thailand, Malaysia, Maldives, Hong Kong, Timor-Leste, Mauritius, Vietnam, Indonesia, Bhutan, Brunei, Qatar, Abu Dhabi, Nigeria, Uzbekistan, China and many other countries across Asia Pacific, Middle East and Africa. We have also participated in international projects from or funded by the United Nations Development Programme, United Nations Centre for Regional Development, the World Bank, French Development Agency (AFD), Asian Development Bank, Uzbekistan Banking Association and other Funding Agencies including Government Agencies.

### GLOBAL REACH

MDC Programmes are delivered in these following countries:



## BENEFITS FOR MDIS CORPORATE MEMBERS

### Waiver of MDIS Individual Membership entrance fee

- Enjoy waiver of MDIS Individual Membership entrance fee for your staff

### Complimentary annual corporate gift

- Gift is subject to availability

### Complimentary Training Needs Analysis worth S\$3,000

- Three hours of complimentary Corporate Training Needs Analysis

### Complimentary invitation to MDIS Industry Talks and Annual Members' Symposium

- Complimentary invitation to MDIS Industry Talks which provide an excellent platform for members to meet up, interact and exchange knowledge on all specialisations
- Invitation to MDIS Annual Members' Symposium at subsidised rates

### Complimentary MDIS Magazines

- Corporate Insights
- Management Development Journal of Singapore
- Horizons
- e-Connect

### Complimentary job and internship placements as well as job postings on MDIS Career Hub at <https://careerhub-CAU.mdiss.edu.sg>

- Enjoy complimentary job and internship matching services through our MDIS Career Assistance Unit (CAU)
- CAU hosts immediate job/internship vacancies from its partnering employers especially for MDIS students and alumni
- Be eligible for a discounted\* booth at the annual MDIS Career Fair
- Place advertisement in our monthly career e-newsletter, Career Vibes, for our students and alumni

\*Terms and conditions apply

For more information, please contact the Membership and Alumni Relations Department.

Tel: (65) 6473 5885

Email: [members@mdis.edu.sg](mailto:members@mdis.edu.sg)

Website: [www.mdiss.edu.sg/Membership](http://www.mdiss.edu.sg/Membership)

### MDIS Merit Scholarship (Local), Rebates and Discounts

- Merit Scholarship (Local) ranges from S\$3,200 to S\$5,000 on selected globally recognised Bachelor's Degree and Master's Degree programmes\*
- Academic rebates of up to S\$1,500 for selected programmes and S\$2,000 for programme progression
- Discount of up to 25% for selected training workshops and seminars

### Attractive discounts and privileges

- MDIS Treats at various participating retail outlets.
- Brainwaves the Bookshop at MDIS Campus on selected purchases

### Exclusive use of MDIS facilities

- Resource HUB (Library) with over 29,000 reference materials
- Sports facilities (badminton court and gymnasium) at nominal charges
- 475-seater MDIS Auditorium\*

\*Charges apply



## SEMINAR REGISTRATION FORM

Programme Title:		<b>Special Discount:</b> <b>MDIS Member Discount 15%</b> <b>MDIS Student Discount 50%</b> <b>Group Discount 10% (for Company Sponsored only)</b> <ul style="list-style-type: none"> <li>▪ Three or more participants for the same course and date</li> <li>▪ Five or more participants for the same course and date - Applicable for I.T. Short Courses only</li> </ul>	
Date:			
Time:			
Fee:			
MDIS Membership No.:			
<b>Please tick where applicable:</b> <input type="checkbox"/> <b>Yes! I am claiming SDF grant for the pre-approved course.</b> <small>(Please apply for the SDF grant via <a href="http://www.skillsconnect.gov.sg">www.skillsconnect.gov.sg</a> upon receipt of confirmation)</small>			
Name	Designation	Tel	E-mail Address
Billing Company:			
Billing Address:			Postal Code ( )
Contact Person:		Designation:	
DID:		Fax:	
Email:	E-invoice: Yes / No		
Department:		Sub-Business Unit :	
Bank / Cheque No.:		Total fees payable (incl.GST):	SS

## ADMINISTRATIVE DETAILS

**Registration Terms and Conditions**

Seats will be reserved only upon receipt of web registration. An email confirmation will be sent two (2) weeks before Seminar / Course commencement. For individual applicant, the seat will only be confirmed upon receipt of payment. MDIS Corporation Pte Ltd reserves the right to accept / reject any application. For last minute registration submitted less than one (1) week before the Seminar / Course commencement, 100% of the Seminar / Course fees will be levied upon last minute cancellation or postponement.

**Payment and GST**

For Company Sponsored participant(s):

An official invoice will be mailed to your company within 10 days upon email confirmation sent to you.

Please make your cheque payable to "MDIS Corporation Pte Ltd" and mail it to: MDIS Dhoby Ghaut, 20 Orchard Road, Singapore 238830.

(Please indicate your Company Name, Participants' Name, Seminar / Course Title and Seminar / Course Date(s) on the back of the cheque).

GST is not applicable for companies registered overseas. All application, registration, membership entrance / subscription fees paid to MDIS Corporation Pte Ltd is non-refundable.

**SDF (Full Fee) Eligibility Criteria**

For companies that are registered or incorporated in Singapore training is fully sponsored by the companies. Participants are employees who are either Singapore Citizen(s) or Singapore Permanent Residents (SPRs). Participants must achieve at least 75% attendance

\*Please refer to SkillsConnect at <http://www.skillsconnect.gov.sg/> for any changes or updates to the terms and conditions.

For companies claiming SDF, please note that you are required to pay MDIS Corporation Pte Ltd the full Seminar / Course fee in the event of any of the following circumstances:

- No show of participant(s)
- Participant(s) is/are no longer under the employment of the Sponsored company
- Participant(s) is/are retrenched from the Sponsored company
- SDF Claim rejected by WDA

**Cancellation / Postponement**

MDIS Corporation Pte Ltd reserves the right to cancel, change Seminar / Course dates, time, fees and trainers that can occur due to unforeseen circumstances. In the event of Seminar / Course cancellation / postponement by MDIS Corporation Pte Ltd, only Seminar / Course fees will be refunded. For replacement of Seminar / Course, a written notice, together with the full particulars of the new participant, must be submitted and received by MDIS Corporation Pte Ltd two (2) weeks before Seminar / Course commencement. For postponement / transfer / replacement/ withdrawal of Seminar / Course(s), a written notice to [mdc@mdis.edu.sg](mailto:mdc@mdis.edu.sg) must be submitted and received by MDIS Corporation Pte Ltd at least two (2) weeks before Seminar / Course commencement.

**Withdrawal / No Show Charges**

If there are any changes to the participant's attendance for the registered Seminar / Course after receiving Seminar / Course confirmation notice, please inform MDIS Corporation Pte Ltd in writing not less than two (2) weeks prior to commencement of the above Seminar / Course.

Notice of withdrawal must be made in writing and withdrawal / cancellation fees will be levied as follows:

- 100% refund for written notification at least two (2) weeks or longer before Seminar / Course commencement date
- 50% course fees will be levied for notice of withdrawal given less than two (2) weeks before Seminar / Course commencement date
- After commencement / No show - No Refund

There is strictly no replacement lesson for any session(s) missed due to personal, medical or other reasons. No additional charges will be imposed if the participant finds a replacement in the event he / she is unable to attend the Seminar / Course by giving us a written notice at least three (3) working days prior to the Seminar / Course commencement date.

No cancellation / withdrawal / deferment / refund requests will be entertained three (3) working days before the Seminar / Course commencement and during the duration of the Seminar / Course. Request for deferment after receiving Seminar / Course confirmation is allowed once only, subject to the availability of the seminar and seat availability in the following intake of the Seminar / Course and with approval of MDIS Corporation Pte Ltd. All requests will be subjected to approval.

## OUR VALUED CLIENTS

## MULTINATIONAL CORPORATIONS / PRIVATE SECTOR

Abacus International Pte Ltd  
 Advantest (Singapore) Pte Ltd  
 Asia Pacific Breweries (Singapore) Pte Ltd  
 Bausch & Lomb (S) Pte Ltd  
 Biosensors Interventional Technologies Pte Ltd  
 Bristol-Myers Squibb (Singapore) Pte Ltd  
 Canadian Imperial Bank of Commerce  
 Canon Singapore Pte Ltd  
 CapitaLand Commercial Limited  
 CEVA Logistics Singapore Pte Ltd  
 Changi Airport Group (Singapore) Pte Ltd  
 CIMB Bank  
 Citibank N.A. Singapore  
 Doka Formwork Pte Ltd  
 DKSH Singapore Pte Ltd  
 Embraer Asia Pacific Pte Ltd  
 Ethylene Glycols (Singapore) Pte Ltd  
 Epson Singapore Pte Ltd  
 Evonik Degussa (SEA) Pte Ltd  
 Far East Management Pte Ltd  
 Festo Pte Ltd  
 Flowserve Pte Ltd  
 Gemalto Pte Ltd  
 German Centre For Industry & Trade Pte Ltd  
 Hewlett-Packard Singapore (Pte) Ltd  
 Hitachi Asia Ltd  
 Hunter Douglas Singapore Pte Ltd  
 IBM Singapore Pte Ltd  
 John Wiley & Sons Singapore Pte Ltd  
 Jurong Port Pte Ltd  
 Jurong Shipyard Pte Ltd  
 Keppel Shipyard Ltd  
 Kingsmen Creatives Ltd  
 KLA-Tencor (Singapore) Pte Ltd  
 Lam Research Singapore Pte Ltd  
 LF Centennial Pte Ltd  
 Lum Chang Building Contractors Pte Ltd  
 MediaLink Printing Services Pte Ltd  
 Munich Management Pte Ltd  
 Misumi South East Asia Pte Ltd  
 Moët Hennessy Asia Pacific Pte Ltd  
 MODEC Offshore Production Systems (Singapore) Pte Ltd  
 Nanyang Academy of Fine Arts  
 NatSteel Holdings Pte Ltd  
 National Trades Union Congress (NTUC)  
 NTUC Club  
 NTUC Income Insurance Co-Operative Limited  
 OCBC Bank  
 ONG&ONG Pte Ltd  
 Pacific International Lines Pte Ltd  
 Pan Asia Logistics Singapore Pte Ltd  
 Panasonic Industrial Devices Semiconductor Asia  
 Pico Electronics (S) Pte Ltd  
 Prudential Assurance Company Singapore (Pte) Ltd  
 Quintiles East Asia Pte Ltd  
 REC Modules Pte Ltd  
 Renesas Electronics Singapore Pte Ltd  
 Resorts World Sentosa  
 Samsung Electro-Mechanics Pte Ltd  
 Sembawang Shipyard Pte Ltd  
 Sony Electronics (Singapore) Pte Ltd  
 Sony Electronics Asia Pacific Pte Ltd  
 Schering-Plough Ltd  
 Siemens Healthcare Diagnostics Pte Ltd

Singapore Pools (Pte) Ltd  
 Singapore Press Holdings Ltd  
 Singapore Technologies Aerospace Ltd  
 Singapore Technologies Kinetics Ltd  
 Singapore Telecommunications Ltd  
 SiS Technologies Pte Ltd  
 Sumitomo Chemical Singapore Pte Ltd  
 Tanaka Electronics Singapore Pte Ltd  
 Temasek Holdings (Private) Limited  
 Technics Offshore Engineering Pte Ltd  
 TCC Limited  
 Titansoft Pte Ltd  
 Thales Solutions Asia Pte Ltd  
 Thomson Medical Centre Pte Ltd  
 Toshiba Electronics Asia (Singapore) Pte Ltd  
 Toyota Motor Asia Pacific Pte Ltd  
 United Overseas Bank Limited

## PUBLIC SECTOR

Agency for Science, Technology and Research (A\*STAR)  
 Agency for Integrated Care  
 Alexandra Hospital  
 Amalgamated Union of Public Employees  
 Academy of Human Development Pte Ltd  
 Ang Mo Kio - Thye Hua Kwan Hospital  
 Biomedical Sciences Institutes  
 Central Provident Fund Board  
 Changi General Hospital  
 Civil Aviation Authority of Singapore  
 Health Sciences Authority  
 Institute of Technical Education  
 Inland Revenue Authority of Singapore  
 Intellectual Property Office of Singapore  
 JTC Corporation  
 Land Transport Authority  
 Majlis Ugama Islam Singapura  
 Media Development Authority of Singapore  
 Ministry of Defence  
 Ministry of Education  
 Ministry of Home Affairs  
 Ministry of Manpower  
 Nanyang Polytechnic  
 National Council of Social Service  
 National Environment Agency  
 National Library Board  
 National University Hospital  
 People's Association  
 Republic Polytechnic  
 Singapore Armed Forces Reservists Association  
 Science Centre Board  
 Sembawang Country Club  
 Singapore Department of Statistics  
 Singapore General Hospital  
 Singapore Land Authority  
 Singapore National Co-operative Federation  
 Singapore Polytechnic  
 Singapore Police Force Training Command (TRACOM)  
 Singapore Prison Service  
 Singapore Tourism Board  
 St. Andrew's Community Hospital  
 Yayasan MENDAKI  
 Zhenghua Primary School

## OVERSEAS CLIENTS

United Nations Centre for Regional Development, Africa  
 Ministry of Finance, Bangladesh  
 Ministry of Health and Family Welfare, Bangladesh  
 Brunei Investment Agency, Brunei Darussalam  
 Hangzhou Wanxiang Polytechnic, China  
 Jinhua Polytechnic, China  
 Wuhan Fire Phoenix Cloud Valley, China  
 Youth Business China, China  
 PT. HM Sampoerna Tbk, Indonesia  
 Raffles International Christian School, Indonesia  
 SMA Negeri 3 Yogyakarta, Indonesia  
 Civil Service Commission, Maldives  
 Maldives Transport and Contracting Company, Maldives  
 Malé International Airport, Maldives  
 Multievents, Mauritius  
 Abuja Infrastructure Investment Centre, Nigeria  
 Centre For Policy And Integrated Human Development, Nigeria  
 ASEAN Integration (IAI) Strategic Framework, Ministry of Foreign Affairs, Singapore  
 Youth Business Singapore, Singapore  
 Gyeongbuk University, South Korea  
 Sun Moon University, South Korea  
 Kasetsart University, Thailand  
 Ministry of Education, Thailand  
 Ministry of Interior, United Arab Emirates  
 Banking and Finance Academy, Uzbekistan  
 Uzbekistan Banking Association, Uzbekistan  
 Ho Chi Minh National Academy of Politics and Public Administration, Vietnam  
 Vietnam Bank of Agriculture & Rural Development, Vietnam

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 call (65) 6842 6666,  
 email [mdc@mdis.edu.sg](mailto:mdc@mdis.edu.sg) or  
 visit [www.mdis.edu.sg/corporate-training](http://www.mdis.edu.sg/corporate-training)

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