

Soft Skills - Management Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Adopt Money Mind (Not Money Face) at Work <i>NEW !</i>	Yes	2	\$529.65	ASKAMM	JTC Summit						20-21			05-06			05-06
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit	03-04		11-12		02-03		02-03		10-11		11-12	
Computational Thinking with Coding <i>NEW !</i>	Yes	2	\$802.50	ASKCTC	Hotel					13-14		11-12		23-24		11-12	
Critical Thinking for Division 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Hotel			06		24		19		27		08	
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit	07-08				30-31			19-20			07-08	
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit	17-18			25-26			08-09			03-04		
Learned from Warren Buffett's Investing Approach <i>NEW !</i>	Yes	1	\$481.50	ASKWBA	Hotel					15		12		27		20	
Sun Tzu's Art of Investing	Yes	2	\$529.65	ASKTSA	JTC Summit	30-31					27-28			23-24			12-13
Supervisory Skills For a New Era	Yes	2	\$529.65	ASKSSE	JTC Summit	24-25			23-24			22-23			15-16		
Three Kingdoms' Leaderships in Today's Context <i>NEW !</i>	Yes	2	\$1,284	ASK3KL	Hotel		27-28			27-28			22-23			19-20	
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Hotel			12			14			20			18

Soft Skills - Interpersonal Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Brainpower - Discovering and Developing Our Mental Skills for Div 1 & 2 Officers	Yes	2	\$963.00	ASKBDD	Hotel	09-10		07-08			26-27			25-26			18-19
Business Dining and Networking Etiquette for Div 1 & 2 Officers	Yes	1	\$428.00	ASKBDN	Hotel	18		01		07		02		03		05	
Conquer Procrastination Using Aikido Principles <i>NEW !</i>	Yes	1	\$481.50	ASKCPA	Hotel					15		18		11		13	
Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit			18-19			03-04			16-17			09-10
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Hotel		15		26		28		30		31		20
Managing Emotions in Customer Experience	Yes	1	\$481.50	ASKECE	Hotel			15									
Master Your Message with Powerful Body Language <i>NEW !</i>	Yes	1	\$481.50	ASKMBL	Hotel	21		18			04		06		08		03
Outwit Your Obstacles <i>NEW !</i>	Yes	1	\$481.50	ASKOYO	Hotel					23		16		19		22	
Wisdom in Using Time and Achieving Goals	Yes	1	\$481.50	ASKWUT	Hotel		18				28			09			13

**West Branch - Headquarter**  
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### Soft Skills - Social & Emotional Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Dining in the Dark	Yes	1	\$428.00	ASKDTD	SAVH		20				12			04			16
Effective Relaxation Techniques	Yes	1	\$481.50	ASKERT	Hotel		19			14		22		16		14	
Ergonomics at the Workplace	Yes	1	\$374.50	ASKEWP	JTC Summit		01				19		21		23		11
Let's Get Your Anger Right! (Anger Management: Understanding Anger-Yours and Others)	Yes	2	\$529.65	ASKGAR	JTC Summit		18-19			21-22			05-06			25-26	
Managing Stress and Achieving Wellness	Yes	2	\$529.65	ASKSAW	JTC Summit		26-27		10-11		19-20		07-08		10-11		09-10
The Happiness DNA	Yes	2	\$529.65	ASKHAP	JTC Summit		25-26										
Work-Life Balance	Yes	1	\$481.50	ASKWLB	Hotel			05			19			18			11
Live to Work or Work to Live?	Yes	1	\$481.50	ASKLTW	Hotel			11	29			15			09		
Stop Burning-Out and Start Settling with Passion	Yes	1	\$481.50	ASKSSP	Hotel			04		10			16			15	

### Soft Skills - Communication Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			14-15			17-18			26-27			19-20
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit			18-19		23-24			15-16			18-19	
Grammar for Effective Business Communication	Yes	1	\$299.60	ASKGEC	JTC Summit		25		29		21		26		25		16
Phonics and Phonetics for Adults	Yes	1	\$299.60	ASKPPA	JTC Summit		20		30		25		27		29		30
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit		27-28			27-28				09-10			
Persuasive Communication for Leaders	<b>NEW!</b> Yes	1	\$481.50	ASKPCL	Hotel			13		15			19			13	
Email Writing at Workplace	Yes	1	\$299.60	ASKEWW	JTC Summit		28			29			28			20	
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit		21-22					15-16				18-19	

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Soft Skills - Motivational Skills																	
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Applied Motivation for Division 1 & 2 Officers	Yes	2	\$802.50	ASKAPM	Hotel			13-14			20-21		14-15				10-11
Attitude - Your Most Priceless Possession	Yes	2	\$802.50	ASKAPP	Hotel		25-26			07-08			06-07			07-08	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Hotel	30						04			08		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Hotel		22			13			16			13	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Hotel			06			27		22				04
Taking Initiatives	Yes	2	\$802.50	ASKTKT	Hotel	24-25						24-25			17-18		
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Hotel			20			13			05			13
Winning Relationships with the 5 Love Languages @Workplace	Yes	1	\$481.50	ASK5LL	Hotel		14				28		21		07		09
Women Are Always Right and Men Are Never Wrong @Workplace (Understanding Gender Differences)	Yes	1	\$481.50	ASKWMW	Hotel			27		09		05	28			15	