

West Branch - Headquarter
(next to Jurong East Bus Interchange & MRT Station, EW Line)
8 Jurong Town Hall Road
#27-01 The JTC Summit
Singapore 609434

East Branch
(next to Mountbatten MRT Station, Circle Line)
229 Mountbatten Road
#03-43 Mountbatten Square
Singapore 398007

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+65 6484 6723 Fax : +65 6567 2383
Co. Reg. No. : 201016621D
GST Reg. No. : 201016621D



Soft Skills - Management Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Applying Three Kingdom Strategies in Your Organization	Yes	3	\$1,926.00	ASK3KS	Hotel			14-16			08-10
Applying Financial Quotient (FQ) in Decision Making Processes NEW !	Yes	2	\$1,070.00	ASKAFQ	Hotel		05-06				11-12
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit			09-10			08-09
Constructive Conflict Management NEW !	Yes	2	\$1,070.00	ASKCCM	Hotel	No dates till further notice					
Coping With Uncertainty and Change At Your Workplace NEW !	Yes	1	\$374.50	ASKCWC	JTC Summit			04			05
Critical Thinking for Divison 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Hotel		06			19	
Effective Supervisory Skills for Management	Yes	2	\$1,070.00	ASKSSM	Hotel	19-20				08-09	
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit		12-13		Course will be discontinued		
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit	08-09			28-29		
Learned from Warren Buffett's Investing Approach	Yes	1	\$481.50	ASKWBA	Hotel		16			24	
Managing Dysfunctional Teams NEW !	Yes	2	\$1,070.00	ASKMDT	Hotel			07-08			01-02
Practical Strategies for Investment NEW !	Yes	2	\$535.00	ASKPSV	JTC Summit			17-18			08-09
Problem Solving with Python Coding	Yes	2	\$802.50	ASKCTC	Hotel		19-20				04-05
Resilience at Work: Turning Stressful Situations into Your Advantage NEW !	Yes	2	\$535.00	ASKRWP	JTC Summit	01-02		14-15		25-26	
Smart Money Moves to Secure Your Financial Future NEW !	Yes	1	\$513.60	ASKRAW	Hotel	05		11		08	
Three Kingdoms' Leaderships in Today's Context	Yes	2	\$1,284.00	ASK3KL	HBL* Hotel		16-17* 26-27			22-23	

Soft Skills - Interpersonal Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Brainpower - Discovering and Developing Our Mental Skills for Div 1 & 2 Officers	Yes	2	\$963.00	ASKBDD	Hotel			17-18			11-12
Colored Brain: Gateway to Improving Communication Skills at the Workplace NEW !	Yes	1	\$513.60	ASKCRC	Hotel		06			04	
Creating "Magical Moments" with Positive Phrases	Yes	1	\$513.60	ASKCMM	Hotel		27		Course will be discontinued		
Conquer Procrastination Using Aikido Principles	Yes	1	\$481.50	ASKCPA	Hotel		04			19	
Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit	22-23			25-26		
Effective Brain Smart Skills for the Workplace NEW !	Yes	2	\$1,070.00	ASKEBS	Hotel	15-16			14-15		
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Hotel	08		10		18	

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Soft Skills - Interpersonal Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Keys to Instant Rapport – Effective Communication for Better Working Relationships	Yes	1	\$513.60	ASKKNR	Hotel			02			10
Master Your Message with Powerful Body Language	Yes	1	\$481.50	ASKMBL	Hotel			09			03
Outwit Your Obstacles	Yes	1	\$481.50	ASKOYO	Hotel	19			19		
Wisdom in Using Time and Achieving Goals	Yes	1	\$481.50	ASKWUT	Hotel			01			09
Working Effectively in a Multicultural Environment	Yes	1	\$513.60	ASKCCE	Hotel	No dates till further notice					
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Hotel			16			04

Soft Skills - Social & Emotional Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Bringing Humour into the Workplace NEW !	Yes	1	\$513.60	ASKBHW	Hotel					03	
Discovering the Happiness DNA in You NEW !	Yes	1	\$513.60	ASKDHD	Hotel			04			05
Effective Relaxation Techniques	Yes	1	\$481.50	ASKERT	Hotel		20			03	
Ergonomics at the Workplace	Yes	1	\$374.50	ASKEWP	JTC Summit			11			10
Empathy: Harnessing The Power of Connection at Workplace NEW !	Yes	2	\$535.00	ASKEPC	JTC Summit		09-10			08-09	
Happier Career, Happier Life NEW !	Yes	1	\$513.60	ASKHHL	Hotel		27			26	
Happy Employees Work Better (Happiness Helps an Organization Increase Productivity) NEW !	Yes	2	\$1,070.00	ASKHWB	Hotel	29-30			28-29		
Let's Get Your Anger Right! (Anger Management: Understanding Anger-Yours and Others)	Yes	2	\$529.65	ASKGAR	JTC Summit		02-03			22-23	
Managing Stress and Achieving Wellness	Yes	2	\$529.65	ASKSAW	JTC Summit	12-13		14-15		01-02	
Work-Life Balance	Yes	1	\$481.50	ASKWLB	Hotel			02			08
Live to Work or Work to Live?	Yes	1	\$481.50	ASKLTW	Hotel	12			27		
Stop Burning-Out and Start Settling with Passion (Job Burn-Out)	Yes	1	\$481.50	ASKSSP	Hotel		05			26	

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Soft Skills - Communication Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			07-08			11-12
Communicating with Power and Authenticity NEW !	Yes	2	\$1,070.00	ASKCPU	Hotel	No dates till further notice					
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit		19-20			18-19	
Email Writing at Workplace	Yes	1	\$299.60	ASKEWW	JTC Summit			16			10
Grammar for Effective Business Communication	Yes	1	\$321.00	ASKGEC	JTC Summit		18		20		03
High Impact Speed Reading - Read Fast, Learn Fast NEW !	Yes	1	\$513.60	ASKHSR	Hotel	23		11		04	
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit				28-29		
Persuasive Communication for Leaders	Yes	1	\$535.00	ASKPCL	Hotel		11			16	
Speaking and Presenting with Confidence NEW !	Yes	2	\$1,070.00	ASKSPC	Hotel	14-15			05-06		
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit	19-20			21-22		

Soft Skills - Motivational Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Attitude - Your Most Priceless Possession for Senior Officers	Yes	2	\$1,027.20	ASKAPP	Hotel		16-17			24-25	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Hotel	21			18		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Hotel		12			22	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Hotel			03			03
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Hotel		11			18	
Winning Relationships with the 5 Love Languages @Workplace	Yes	1	\$481.50	ASK5LL	Hotel	08		17	13		24
Women Are Always Right and Men Are Never Wrong @Workplace (Understanding Gender Differences)	Yes	1	\$481.50	ASKWMW	Hotel		05			19	