

MDC EXECUTIVE PROGRAMME TRAINING CALENDAR



2025
YOUR ENRICHMENT JOURNEY

EMPOWERING LEADERS OF TOMORROW



MDIS

Management Development & Consultancy
The Corporate Training Arm of MDIS

ABOUT US

Management Development & Consultancy (MDC) is the corporate training arm of the Management Development Institute of Singapore (MDIS). We provide a wide range of curated programmes catered for business organisations with different training needs.

We have extensive experience in delivering customised training programmes to more than 1,000 companies locally and globally.

Clients include multinational corporations, small and medium enterprises, Government-linked companies and the public sector.



OUR SERVICES

MDC's key services include seminars and customised training programmes designed to equip professionals with essential tools of the trade. By putting theoretical knowledge into practice in our training programmes, MDC has become a reputable company recognised for developing the next wave of dynamic corporate and business professionals, both locally and globally.

At MDC, we assist customers in delivering in-house and tailor-made training programmes as we recognise that every customer is individualistic with their unique sets of goals and challenges.



OUR COMMITMENT

MDC is committed to providing training solutions designed to keep pace with today's dynamic and fluid business environment. Our high-quality programmes - led by accredited trainers with proven track records, are crafted to meet clients' training needs to facilitate skills upgrading and people development.

OUR TRAINERS

Our Associate Trainers are well-qualified and have the relevant experience to ensure learning outcomes are met. MDC is ISO 9001:2008 certified. We are committed to deliver quality and effective training for your organisation, to prepare your staff for tomorrow's challenges.

OUR AWARDS



HR Vendors of the Year
Silver Winner -
Best Management Training
Provider



Best Sales Training
Provider (Silver)
HR Vendors of the Year
Award



Gold Standard
Personal Effectiveness &
Productivity
JobsCentral T.E.D. Award



Best Learning &
Development
JobsCentral T.E.D.
Award



Gold Standard Senior
Management & Leadership
JobsCentral T.E.D.
Award



Best IT Training Provider
(Silver)
HR Vendors of the Year
Award

SOME OF OUR VALUED CLIENTS

Amalgamated Union of Public Employees
Canon Singapore Pte Ltd
Capitaland Commercial Limited
Changi General Hospital
Comfort Delgro Engineering Pte Ltd
Diethelm Singapore Pte Ltd
DHL Singapore
Economic Development Boards (EDB)
Energy Market Authority
Epson Singapore Pte Ltd
Firmenich Asia Pte Ltd
German Centre
HASBRO Singapore
Health Sciences Authority
Hewlett-Packard Singapore (Pte) Ltd
Hitachi Home Electronics Asia (S) Pte Ltd
IBM Singapore Pte Ltd
Institute of Technical Education
Inland Revenue Authority of Singapore
JTC Corporation
Jurong Junior College
Jurong Port Pte Ltd
Keppel Shipyard
Majlis Ugama Islam Singapura
Media Development Authority

Merrill Lynch International Bank
MINDEF
Ministry of Defence
Ministry of Education
Ministry of Home Affairs
Ministry of Manpower
National Council of Social Services (NCSS)
National University Hospital
NTUC Income
Panasonics Semiconductor Singapore
Republic Polytechnic
Robinsons & Co. (S) Pte Ltd
Samsung Electro-Mechanics Pte Ltd
Saudi Petroleum Ltd
Singapore Land Authority
Singapore Media Academy Pte Ltd
Singapore Police Force Training Command
Singapore Press Holdings Ltd
Singapore Prison Services
Singapore Telecommunications Ltd
Singapore Tourism Board
Sony Electronics Asia Pacific Pte Ltd
SPRING Singapore
Temasek Holdings
United Overseas Bank Limited

MDC is proud to be part of this training collaboration
with our industry partners.



MEMBERSHIPS

- MDIS Member Discount 15%
- MDIS Alumni Discount 50%
- MDIS Student Discount 50%
- Group Discount 10%
(for company sponsorship 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
- Provide the membership number during online registration
- Complimentary Corporate Membership (*T&Cs apply)

Please contact mdc@mdis.edu.sg for more information.

TESTIMONIALS OF OUR DEDICATED TRAINERS



“Spontaneous interaction with the trainer. He is engaging and lively”

Trainer Wekie Tay
Advanced Negotiation Skills



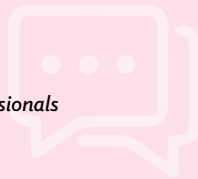
“Positive psychology component with implementation”

Trainer Clement Ng
Flourishing at Workplace with Positive Psychology



“Instructor explains finance concepts very clearly, and is also friendly and approachable”

Trainer Lawrence Poh
Finance for Non-Finance Professionals



“Dr Caroline is perfect the way she is. I have never seen anyone not fallen asleep in a class but she managed it”

Trainer Dr Caroline Dawson
Managing Effectiveness in a Team



“The instructor was insightful of the things shared during the course. I am now able to better understand how to cope with stress and prevention of burnout”

Trainer Aksinia Mueller
Workplace Well-Being Building Resilience and Preventing Burnout
















“The in-depth explanations and real-life examples. Trainer explained it well and did not make the course dry. Very effective learning”




Trainer Ivan Phua
Stakeholder Engagement and Empowerment



MDC EXECUTIVE PROGRAMME TRAINING CALENDAR 2025

| Programme | | Fee (S\$) | | Duration | For the latest information on all MDC Corporate Courses, scan the QR code below or email us at mdc@mdis.edu.sg | |
|-----------|--|---|--------------------|----------|---|---|
| | | MDIS Member (MBR) | Non Member (N-MBR) | | | |
| 1 | Business Management/ Sustainability | Effective Office Skills for Administrative Support Staff | \$722.70 | \$850.20 | 2 |  |
| 2 | | Effective Secretarial Skills | \$722.70 | \$850.20 | 2 | |
| 3 | | Office Administration Management for Executives and Managers | \$722.70 | \$850.20 | 2 | |
| 4 | | Project Management Masterclass | \$722.70 | \$850.20 | 2 | |
| 5 | | Ethical Dilemma in The Corporate World (New) | \$722.70 | \$850.20 | 2 | |
| 6 | | Agile Project Management (New) | \$722.70 | \$850.20 | 2 | |
| 7 | Communication (General) | Excellent People Skills at Work | \$722.70 | \$850.20 | 2 |  |
| 8 | | Conflict Management Skills | \$407.70 | \$479.60 | 1 | |
| 9 | | Effective Communication Through Neuro Linguistic Programming (NLP) Techniques | \$407.70 | \$479.60 | 1 | |
| 10 | | Crisis Management and Communication | \$407.70 | \$479.60 | 1 | |
| 11 | | How to Work More Effectively with Others Using the MBTI | \$407.70 | \$479.60 | 1 | |
| 12 | | Winning with Difficult People | \$722.70 | \$850.20 | 2 | |
| 13 | | Impactful Feedback & Constructive Communication | \$722.70 | \$850.20 | 2 | |
| 14 | | The Art of Influencing and Persuasion | \$722.70 | \$850.20 | 2 | |
| 15 | Communication (Spoken) | Effective Communication for Better Workplace Efficiency | \$722.70 | \$850.20 | 2 |  |
| 16 | | Persuasive Communication | \$722.70 | \$850.20 | 2 | |
| 17 | | Speak with Confidence and Impact | \$722.70 | \$850.20 | 2 | |
| 18 | | Effective Presentation Skills | \$722.70 | \$850.20 | 2 | |
| 19 | | Assertiveness Techniques and Approaches | \$722.70 | \$850.20 | 2 | |
| 20 | Communication (Written) | Handling Written Enquiries and Complaints | \$722.70 | \$850.20 | 2 |  |
| 21 | | The Essentials of Email Writing and Etiquette | \$407.70 | \$479.60 | 1 | |
| 22 | | Creating Structured Agendas with Productive Minutes | \$407.70 | \$479.60 | 1 | |
| 23 | | The Essentials of Report Writing | \$407.70 | \$479.60 | 1 | |
| 24 | | Power Writing Skills for Executives and Managers | \$722.70 | \$850.20 | 2 | |
| 25 | Creativity & Innovation | Creative Problem Solving and Decision Making | \$722.70 | \$850.20 | 2 |  |
| 26 | | Out-of-the-Box Thinking and Problem Solving with PRISM® | \$722.70 | \$850.20 | 2 | |
| 27 | | Innovation & Critical Thinking Skills (New) | \$407.70 | \$479.60 | 1 | |
| 28 | Emotional Intelligence (EQ) | Using Emotional Intelligence to manage oneself and Others at the Workplace | \$722.70 | \$850.20 | 2 |  |
| 29 | | EQ Skills for Team Leaders and Managers | \$722.70 | \$850.20 | 2 | |
| 30 | Financial Management | Basic Accounting | \$722.70 | \$850.20 | 2 |  |
| 31 | | Finance for Non-Finance Professionals | \$722.70 | \$850.20 | 2 | |
| 32 | | Effective Costing, Cash Flow Management and Budgetary Control | \$722.70 | \$850.20 | 2 | |
| 33 | | Understanding and Analysing Financial Statements | \$722.70 | \$850.20 | 2 | |

| Programme | | Fee (S\$) | | Duration | For the latest information on all MDC Corporate Courses, scan the QR code below or email us at mdc@mdis.edu.sg | |
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| | | MDIS Member (MBR) | Non Member (N-MBR) | | | |
| 34 | Financial Management | Accounts Receivable Management & Collection Techniques | \$407.70 | \$479.60 | 1 |  |
| 35 | | Inventory Management & Control | \$407.70 | \$479.60 | 1 | |
| 36 | Human Capital Management | Succession Planning (Online) | \$722.70 | \$850.20 | 2 |  |
| 37 | | Train the Trainer | \$722.70 | \$850.20 | 2 | |
| 38 | IT Short Course: Microsoft Excel | Data Management Analytics with Pivot Tables (Excel 2016) | \$370.60 | \$436.00 | 1 |  |
| 39 | | Harnessing the Power of Formulas and Functions in Excel (2016) | \$370.60 | \$436.00 | 1 | |
| 40 | | Microsoft Excel 2016 – Level 1 Essentials | \$370.60 | \$436.00 | 2 | |
| 41 | | Microsoft Excel 2016 - Level 2 Advanced | \$370.60 | \$436.00 | 2 | |
| 42 | | Microsoft Excel 2016 – Level 3 Beyond Advanced | \$370.60 | \$436.00 | 2 | |
| 43 | | Data Visualization using Advanced Charting Techniques in Excel | \$370.60 | \$436.00 | 2 | |
| 44 | | Automation using Excel Visual Basic for Applications | \$370.60 | \$436.00 | 2 | |
| 45 | IT Short Course: Microsoft PowerPoint | Microsoft PowerPoint 2016 – Level 1 Essentials | \$370.60 | \$436.00 | 2 | |
| 46 | | Microsoft PowerPoint 2016 – Level 2 Advanced | \$370.60 | \$436.00 | 2 | |
| 47 | | Creating Dynamic Presentations using PowerPoint (2016) | \$370.60 | \$436.00 | 1 | |
| 48 | IT Short Course: Microsoft Words | Microsoft Word 2016 – Level 1 Essentials | \$370.60 | \$436.00 | 2 | |
| 49 | | Microsoft Word 2016 – Level 2 Advanced | \$370.60 | \$436.00 | 2 | |
| 50 | Marketing | Effective Events Management | \$722.70 | \$850.20 | 2 |  |
| 51 | | Strategic Marketing for Competitive Advantage | \$407.70 | \$479.60 | 1 | |
| 52 | | 3E in AI: Education, Elderly, and Environment (New) | \$407.70 | \$479.60 | 1 | |
| 53 | | AI for Non-Technical People (New) | \$407.70 | \$479.60 | 1 | |
| 54 | | AI for Strategic Planning (New) | \$407.70 | \$479.60 | 1 | |
| 55 | Personal Effectiveness & Productivity | Root Cause Analysis (Online) | \$722.70 | \$850.20 | 2 |  |
| 56 | | Boosting Productivity Through Mindset Change | \$722.70 | \$850.20 | 2 | |
| 57 | | Effective Time and Stress Management at the Workplace | \$407.70 | \$479.60 | 1 | |
| 58 | | Workplace Well-Being: Strategies For Preventing Burnout (Online) | \$407.70 | \$479.60 | 1 | |
| 59 | | Birds of Different Feathers can Flock Together (New) | \$407.70 | \$479.60 | 1 | |
| 60 | | Even Eagles Need a Push (New) | \$407.70 | \$479.60 | 1 | |
| 61 | | The 7-Ups to Personal Effectiveness (New) | \$407.70 | \$479.60 | 1 | |
| 62 | Sales | Key Account Management | \$722.70 | \$850.20 | 2 |  |
| 63 | | Effective Negotiation Skills | \$722.70 | \$850.20 | 2 | |
| 64 | | Negotiating For Results Masterclass | \$722.70 | \$850.20 | 2 | |
| 65 | Service Excellence | Exceptional Customer Service | \$722.70 | \$850.20 | 2 | |
| 66 | | Handling Difficult Customers and Complaints | \$722.70 | \$850.20 | 2 | |

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| | | MDIS Member (MBR) | Non Member (N-MBR) | | | |
| 67 | Service Excellence | Creating Win-Win Relationships with Internal and External Customers | \$722.70 | \$850.20 | 2 |  |
| 68 | | Saying "No" Positively | \$722.70 | \$850.20 | 2 | |
| 69 | | Delivering Quality at Every Level (New) | \$722.70 | \$850.20 | 2 | |
| 70 | | Managing Expectations of Internal and External Customers (New) | \$722.70 | \$850.20 | 2 | |
| 71 | Supervisory Management | Essential Managerial Skills (Online) | \$722.70 | \$850.20 | 2 |  |
| 72 | | Team Management Skills | \$722.70 | \$850.20 | 2 | |
| 73 | | Supervisory Skills for the New Supervisors | \$722.70 | \$850.20 | 2 | |
| 74 | | Stakeholder Engagement and Empowerment | \$722.70 | \$850.20 | 2 | |
| 75 | | Coaching & Mentoring Skills for Leaders & Managers (New) | \$722.70 | \$850.20 | 2 | |
| 76 | Team Leadership | Transformational Leadership | \$722.70 | \$850.20 | 2 |  |
| 77 | | Effective Team Leadership | \$722.70 | \$850.20 | 2 | |
| 78 | | Leading High Performance Teams | \$722.70 | \$850.20 | 2 | |
| 79 | | Developing Frontline Leaders | \$722.70 | \$850.20 | 2 | |



Get in Touch
with us

**JOIN OUR
MDC
PROGRAMME NOW!**



CUSTOMISED TRAINING

Our customisable corporate training courses here in Singapore focus on providing course attendees with solutions beyond conventional corporate training courses. Through the identification of the relevant skills, knowledge, and behaviours needed for optimum performance in a corporate setting, we develop our corporate training solutions completely around your desired outcomes. As highly skilled and experienced corporate training providers, our proven framework for analysing the business and its corporate training needs enables us to get to the core of your corporate leadership development training requirements.

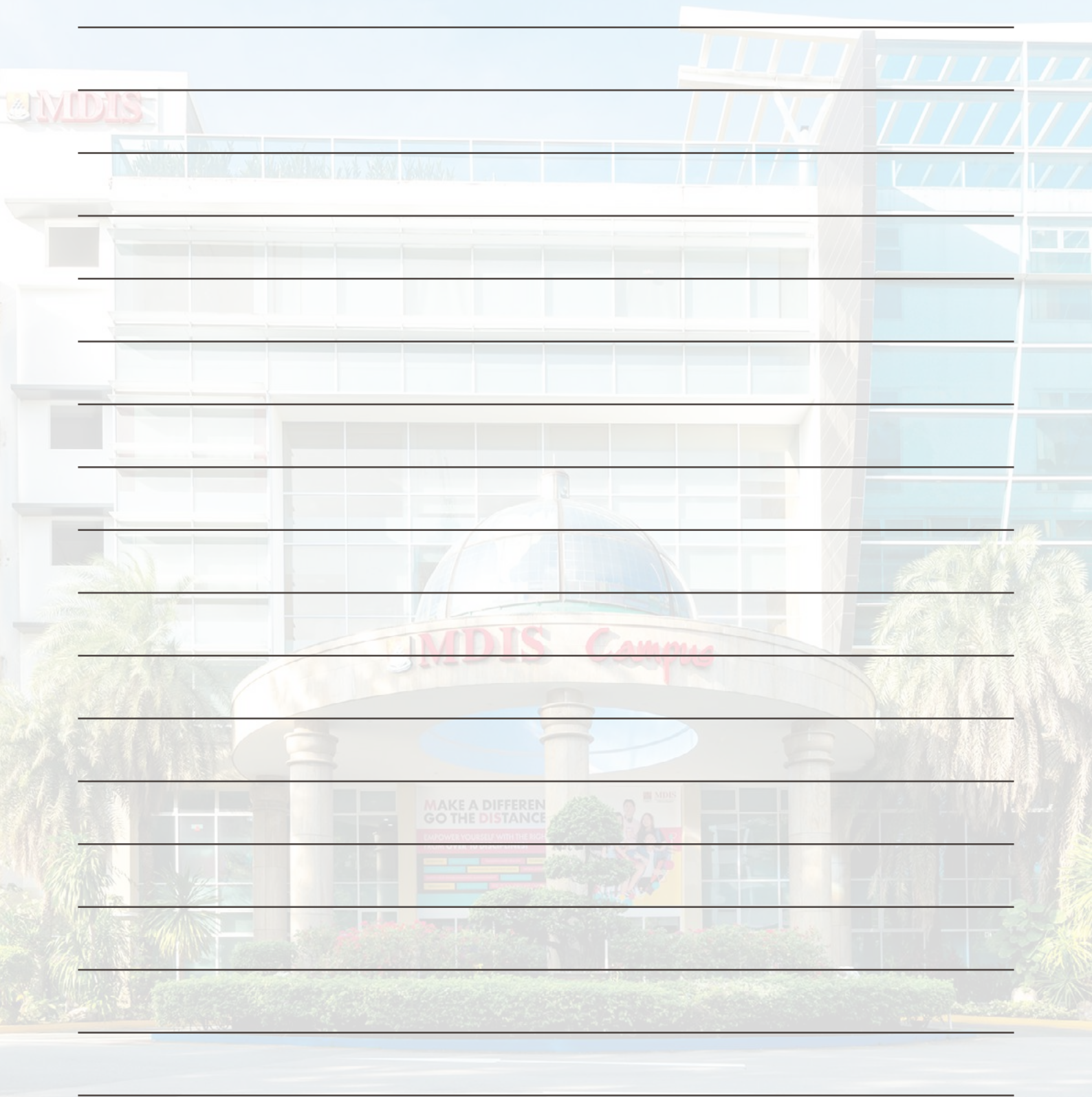
Our team of highly skilled, experienced, and inspiring corporate training providers, facilitators, and coaches possess a highly effective combination of management experience, practitioner knowledge, and industry know-how in their respective fields of profession, to deliver active learning programmes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

| Past Customised Training Courses | |
|---|---|
| Microsoft Excel 2016 - Level 2 Advanced | Effective Costing, Cash Flow Management and Budgetary Control |
| Embracing Change in Today's Disruptive Economy | Applying Advanced Functions & Charting Techniques in Excel 2016 |
| Managing Mental-Related Stress Issues for Women | Effective Business Writing Skills |
| Time Mastery Techniques For Managerial Effectiveness | Body Language in Projecting Professional Image |
| Manage Cross Functional Teams | Developing Personal Resilience |
| Managing Dysfunctions in Teams | Even Eagles Need A Push |
| Out-of-the-Box Thinking & Problem Solving with P.R.I.S.M.© | Emotional Intelligence at Workplace |
| Flourishing at Work with Positive Psychology | Presentation Mastery |
| Office Management Skills for Admin Professionals | Influence & Persuade with Impact |
| Mastering Presentations for Effective Presentations/ Critical Thinking for Success | Boosting Productivity through Mindset Change |
| Working Relationship with Multi-Generational People | Excellent People Skills at Work |
| SMART Goal Setting & Performance Management | Dress to Impress for Success with Personal Grooming |
| Project Management Masterclass | The Essentials of Email Writing and Etiquette |
| Creating Structured Agendas with Productive Minutes | Managing Effectiveness in a Team |
| 7 Habits of Highly Effective People | Excellent People Skills at Work |
| Effective Negotiation Skills | Advanced Negotiation Skills |
| Effective Costing, Cash Flow Management and Budgetary Control | Workplace Well-being: Building Resilience & Preventing Burnout |
| Microsoft Excel 2016 - Level 5 (Introduction to Excel VBA) | Finance for Non-Finance Professionals |

SCAN TO FIND
OUT MORE



NOTES





MDIS

Management Development & Consultancy
The Corporate Training Arm of MDIS

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The information provided in this brochure is accurate at the time of printing. Management Development & Consultancy (MDC) reserve the right to change the design, structure, curriculum and any of the specified information documented in this brochure at any time without prior notice. For most updated information, please refer to our website at www.mdc.edu.sg.

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