

MDC EXECUTIVE PROGRAMME  
TRAINING CALENDAR

# EMPOWER YOUR AMBITIONS

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**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 SERVICE

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



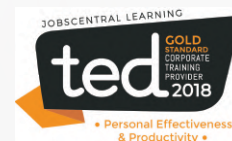
HR Vendors of the Year 2020  
Silver Winner -  
Best Management Training  
Provider



Best Sales Training Provider  
(Silver)  
HR Vendors of the Year  
Award 2020



Best Sales Training Provider  
(Silver)  
HR Vendors of the Year  
Award 2018



Gold Standard  
Personal Effectiveness &  
Productivity  
JobsCentral T.E.D. Award 2018



Best Learning & Development  
JobsCentral T.E.D.  
Award 2017



Gold Standard Senior  
Management & Leadership  
JobsCentral T.E.D.  
Award 2017



Best IT Training Provider  
(Silver) HR Vendors of the Year  
Award 2016 & 2017

# OUR CLIENTS

AGC Asia Pacific Pte Ltd	BSH Home Appliances Pte Ltd	Casio	Cathay United Bank	CPG Corporation Pte Ltd
ENGIE South East Asia Pte Ltd	Integrated Health Information Systems Pte Ltd (IHIS)	IPI	Kaimay Trading Pte Ltd	Lite-On Singapore Pte Ltd
MS Property Management Pte Ltd	M+S Pte Ltd	Ministry of Manpower	National Service Resort & Country Club	Neurones IT Asia Pte Ltd
NOK Asia Company Pte Ltd	Onecare Medical Group	PacificLight Energy Pte Ltd	Panasonic	Portek International Pte Ltd
Raffles Medical Group	Sealy Asia (Singapore) Pte Ltd	Singapore Turf Club	Singapore Health Services Pte Ltd (SingHealth HQ)	St. James's Place (Singapore) Private Limited
Singapore LNG Corporation Pte Ltd	Sony	Straits Developments Private Limited	Systems on National Skin Centre (Singapore) Pte Ltd	Systems on Silicon Manufacturing Company Pte Ltd
TÜV SÜD PSB Pte Ltd	Uhlmann Singapore LLP	Vallen Asia	Würth Electronics Singapore Pte Ltd	

## FUNDING OPTIONS

### Company-sponsored

- SDF\*-approved courses only
- Capped at \$2 per hour

+SDF refer to Skills Development Funding

### Self-sponsored

- Eligible Singapore citizens aged 25 years old and above will be able to utilise their SkillsFuture Credit
- Pre-approved SkillsFuture funding of S\$500.00

For more information, please visit

<https://www.skillsfuture.gov.sg/credit>

## 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
- SDF funding is non-taxable
- Complimentary Corporate Membership (\*T&Cs apply)

Please contact [mdc@mdis.edu.sg](mailto:mdc@mdis.edu.sg) for more information.

• SkillsFuture Singapore (SSG) funding for all programmes will cease in 2024.

## TESTIMONIALS



"I really learnt a lot from the strategies and tactics that were shared. Really good learning points to improve my negotiation skills - will recommend to my peers."

Laila (Public Seminar)  
on Effective Negotiation Skills



"I was guided through a step-by-step sequence on how to conduct a training, covering the pre, during and post-training aspects. The trainer of the session is energetic and excellent in delivering the programme!"

Rajeswari Joseph Peter (Public Seminar)  
on Train the Trainer



"Very interactive session - the trainer made the class fun and easy to understand!"

Clifford Chance Pte Ltd (In-house Training)  
on The Essentials of Email Writing and Online Etiquette



"Great know-how that was delivered in a lively manner by the trainer, allowing all participants to relate easily."

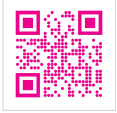




CPG Corporation Pte Ltd (In-house Training)  
on Essential Managerial and Team Management Skills



Participants from Casio at the Dynamic Selling Skills programme

# MDC EXECUTIVE PROGRAMME TRAINING CALENDAR 2023

Programme	Fee (S\$)		Grant	Duration	For the latest information on all MDC Corporate Courses, scan the QR code below or email us at <a href="mailto:mdc@mdis.edu.sg">mdc@mdis.edu.sg</a>
★ In-house Training	MDIS Member (MBR)	Non Member (N-MBR)	SDF / SkillsFuture Credit		
	Quote Upon Request (QUR) Email to <a href="mailto:andrew_leongwk@mdis.edu.sg">andrew_leongwk@mdis.edu.sg</a>				







Business Management			MBR	N-MBR	Grant	Day	Programme Information
1	★	Balanced Scorecard for Business Performance	QUR		No	2	
2	★	Blue Ocean Strategy	QUR		No	2	
3		Effective Office Skills for Administrative Support Staff	\$ 826.20	\$ 972.00	Yes	2	
4		Effective Secretarial Skills	\$ 826.20	\$ 972.00	Yes	2	
5	★	Essential Culture Shifts for Workplace Transformation & Success	QUR		No	2	
6	★	Facing the Media With Confidence	QUR		No	1	
7	★	Lean Approach to Optimize Productivity and Efficiency	QUR		No	2	
8		Office Administration Management for Executives and Managers	\$ 826.20	\$ 972.00	Yes	2	
9		Project Management Masterclass	\$ 826.20	\$ 972.00	Yes	2	
10	★	Supply Chain Management Overview - Procurement Perspective	QUR		No	2	
11	★	Systems Thinking in Practice	QUR		No	2	
12	★	Understanding the Supply Chain Process and Planning	QUR		No	2	
Communication (General)			MBR	N-MBR	Grant	Day	Programme Information
13		Conflict Management Skills	\$ 440.64	\$ 518.40	Yes	1	
14		Crisis Management and Communication	\$ 440.64	\$ 518.40	Yes	1	
15		Effective Communication through Neuro Linguistic Programming (NLP) Techniques	\$ 440.64	\$ 518.40	Yes	1	
16	★	Emotive Influencing for Workplace Success	QUR		No	1	
17		Excellent People Skills at Work	\$ 826.20	\$ 972.00	Yes	2	
18		How to Work More Effectively with Others Using the MBTI	\$ 440.64	\$ 518.40	Yes	1	
19	★	Humour Intelligence for Business Professionals	QUR		No	1	
20	★	Listening – Your Professional Advantage	QUR		No	1	
21	★	Teambuilding That Builds Teamwork and Co-operation	QUR		No	1	
22	★	The Art of Body Language	QUR		No	1	
23	★	The Art of Facilitating Effective Meetings	QUR		No	2	
24		The Art of Influencing and Persuasion	\$ 826.20	\$ 972.00	Yes	2	
25	★	Understanding Behavioural Styles for Improved Relationships	QUR		No	1	
26		Winning with Difficult People	\$ 826.20	\$ 972.00	Yes	2	
Communication (Spoken)			MBR	N-MBR	Grant	Day	Programme Information
27	★	Advanced Presentation Masterclass	QUR		No	2	
28		Assertiveness Techniques and Approaches	\$ 826.20	\$ 972.00	Yes	2	
29		Effective Communication for Better Workplace Efficiency	\$ 826.20	\$ 972.00	Yes	2	
30		Effective Presentation Skills	\$ 826.20	\$ 972.00	Yes	2	
31	★	Effectiveness and Etiquette on the Phone	QUR		No	1	
32		Persuasive Communication	\$ 826.20	\$ 972.00	Yes	2	
33		Public Speaking Skills	\$ 826.20	\$ 972.00	No	2	
34		Speak with Confidence and Impact	\$ 826.20	\$ 972.00	No	2	
Communication (Written)			MBR	N-MBR	Grant	Day	Programme Information
35		Creating Structured Agendas with Productive Minutes	\$ 440.64	\$ 518.40	No	1	
36	★	Effective Business Writing Skills	QUR		No	1	
37		Handling Written Enquiries and Complaints	\$ 826.20	\$ 972.00	No	2	
38		Power Writing Skills for Executives and Managers	\$ 826.20	\$ 972.00	Yes	2	
39	★	Technical Proposal Writing	QUR		No	1	
40		The Essentials of Email Writing and Etiquette	\$ 440.64	\$ 518.40	Yes	1	
41		The Essentials of Report Writing	\$ 440.64	\$ 518.40	Yes	1	
Creativity & Innovation			MBR	N-MBR	Grant	Day	Programme Information
42		Creative Brainstorming Techniques using Mind Maps	\$ 826.20	\$ 972.00	No	2	
43		Creative Problem Solving and Decision Making	\$ 826.20	\$ 972.00	Yes	2	
44	★	Design Thinking: Designing a Competitive Customer Experience	QUR		No	2	
45	★	Innovation & Critical Thinking Skills	QUR		No	1	
46		Out-of-the-Box Thinking and Problem Solving with PRISM©	\$ 826.20	\$ 972.00	Yes	2	
Emotional Intelligence (EQ)			MBR	N-MBR	Grant	Day	Programme Information
47		Discovering Your True Colors and Building on People Relationships	\$ 1,009.80	\$ 1,188.00	Yes	2	
48	★	EQ @ Work	QUR		No	1	

All fees quoted are inclusive of GST. The amount illustrated is based on latest prevailing GST at 8%. Note that GST has been changed from 7% to 8% with effect from 1<sup>st</sup> January 2023 and subsequently 8% to 9% from 1<sup>st</sup> January 2024. The applicable total amount payable will be charged accordingly.



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★ In-house Training					

Emotional Intelligence (EQ)			MBR	N-MBR	Grant	Day	Programme Information
49		EQ Skills for Team Leaders and Managers	\$ 1,009.80	\$ 1,188.00	Yes	2	
50	★	How to Manage Emotions at Workplace	QUR		No	1	
51	★	Managing Anger @ Work	QUR		No	1	
52		Using Emotional Intelligence to manage oneself and Others at the Workplace	\$ 826.20	\$ 972.00	Yes	2	
Financial Management			MBR	N-MBR	Grant	Day	Programme Information
53		Accounts Receivable Management & Collection Techniques	\$ 440.64	\$ 518.40	Yes	1	
54		Basic Accounting	\$ 826.20	\$ 972.00	Yes	2	
55	★	Crafting a Business Plan and Budget	QUR		No	2	
56		Effective Costing, Cash Flow Management and Budgetary Control	\$ 1,009.80	\$ 1,188.00	No	2	
57		Finance for Non-Finance Professionals	\$ 826.20	\$ 972.00	Yes	2	
58		Inventory Management & Control	\$ 440.64	\$ 518.40	No	1	
59		Understanding and Analysing Financial Statements	\$ 1,009.80	\$ 1,188.00	Yes	2	
Human Capital Management			MBR	N-MBR	Grant	Day	Programme Information
60	★	Competency-based Interviews	QUR		No	2	
61	★	Conducting Training Needs Analysis (TNA) Using the ADDI Model	QUR		No	2	
62	★	Employee Engagement with Techniques of Life Cycle Management	QUR		No	2	
63	★	Managing Difficult Employees and Colleagues	QUR		No	2	
64		Succession Planning	\$ 734.40	\$ 864.00	No	2	
65		Train the Trainer	\$ 1,009.80	\$ 1,188.00	Yes	2	
66	★	Understanding KPI & KRA	QUR		No	1	
67	★	Workplace Talent Identification and Development	QUR		No	2	
IT Short Courses			MBR	N-MBR	Grant	Day	Programme Information
68		Creating Dynamic Presentations using PowerPoint (2016)	\$ 275.40	\$ 324.00	No	1	
69		Data Management Analytics with Pivot Tables (Excel 2013)	\$ 367.20	\$ 432.00	Yes	1	
70		Data Management Analytics with Pivot Tables (Excel 2016)	\$ 367.20	\$ 432.00	Yes	1	
71		Harnessing the Power of Formulas and Functions in Excel (2016)	\$ 275.40	\$ 324.00	Yes	1	
72		Microsoft Excel 2013 – Level 2 Advanced	\$ 275.40	\$ 324.00	Yes	2	
73		Microsoft Excel 2016 – Level 1 Essentials	\$ 275.40	\$ 324.00	Yes	2	
74		Microsoft Excel 2016 - Level 2 Advanced	\$ 275.40	\$ 324.00	Yes	2	
75		Microsoft Excel 2016 – Level 3 Beyond Advanced	\$ 367.20	\$ 432.00	Yes	2	
76		Microsoft Excel 2016 – Level 4 Charting Techniques	\$ 367.20	\$ 432.00	No	2	
77		Microsoft Excel 2016 – Level 5 (Introduction to Excel VBA)	\$ 367.20	\$ 432.00	No	2	
78		Microsoft PowerPoint 2016 – Level 1 Essentials	\$ 275.40	\$ 324.00	Yes	2	
79		Microsoft PowerPoint 2016 – Level 2 Advanced	\$ 275.40	\$ 324.00	Yes	2	
80		Microsoft Word 2016 – Level 1 Essentials	\$ 275.40	\$ 324.00	No	2	
81		Microsoft Word 2016 – Level 2 Advanced	\$ 275.40	\$ 324.00	Yes	2	
Marketing			MBR	N-MBR	Grant	Day	Programme Information
82	★	Affiliate Marketing Strategy	QUR		No	2	
83	★	Creating A Digital Presence	QUR		No	1	
84		Digital Marketing	\$ 734.40	\$ 864.00	Yes	2	
85		Effective Events Management	\$ 826.20	\$ 972.00	Yes	2	
86	★	Get More Leads and Sales Using Facebook Marketing	QUR		No	2	
87	★	Get More Leads and Sales Using Google Ads	QUR		No	2	
88	★	LinkedIn Marketing: How To Stand Out	QUR		No	1	
89	★	Marketing for Non-Marketing Professionals	QUR		No	2	
90	★	Search Engine Optimisation (SEO) Masterclass	QUR		No	2	
91		Strategic Marketing for Competitive Advantage	\$ 826.20	\$ 972.00	Yes	2	
92	★	Using Google Analytics to Shape Your Marketing Strategy	QUR		No	2	
Personal Effectiveness & Productivity			MBR	N-MBR	Grant	Day	Programme Information
93		ABC to Brain Smart Speed Reading Techniques	\$ 367.20	\$ 432.00	No	1	
94	★	Birds of Different Feathers Can Flock Together	QUR		No	1	

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Personal Effectiveness & Productivity			MBR	N-MBR	Grant	Day	Programme Information
95		Boosting Productivity Through Mindset Change	\$ 734.40	\$ 864.00	No	2	
96	★	Brain Boost Your Memory at the Workplace	QUR		No	2	
97	★	Business and Dining Etiquette	QUR		No	1	
98	★	BUZ of Change	QUR		No	1	
99	★	Developing Personal Resilience	QUR		No	1	
100	★	Dress to Impress for Success with Personal Grooming	QUR		No	1	
101		Effective Time and Stress Management at the Workplace	\$ 367.20	\$ 432.00	No	1	
102	★	Embracing Change in Today's Disruptive Economy	QUR		No	1	
103	★	Even Eagles Need a Push	QUR		No	1	
104	★	H.E.A.R.T @ Work	QUR		No	1	
105	★	Improve Productivity Using Google Workspace	QUR		No	1	
106		Root Cause Analysis	\$ 734.40	\$ 864.00	No	2	Risk Management
107	★	Smart Time Management	QUR		No	1	
108	★	Surviving Changes in a Post Covid-19 World	QUR		No	1	
109		Taking Initiative	\$ 734.40	\$ 864.00	Yes	2	
110	★	The 7-Ups to Personal Effectiveness	QUR		No	1	
111	★	The Power of "Colored Brain" Communication and Personal Effectiveness for Career Brilliance	QUR		No	1	
Risk Management			MBR	N-MBR	Grant	Day	Programme Information
112		Establishing an Effective Enterprise Risk Management Process	\$ 440.64	\$ 518.40	No	1	
113	★	Internal Controls Masterclass	QUR		No	2	
114		Procurement Fraud Prevention and Detection Masterclass	\$ 826.20	\$ 972.00	No	2	
Sales			MBR	N-MBR	Grant	Day	Programme Information
115		Effective Negotiation Skills	\$ 826.20	\$ 972.00	Yes	2	
116	★	Effective Telemarketing Techniques	QUR		No	2	
117	★	How to Win and Close Deals	QUR		No	2	
118		Key Account Management	\$ 826.20	\$ 972.00	Yes	2	
119	★	Leading Edge Selling Skills - For Today's Client	QUR		No	2	
120		Negotiating For Results Masterclass	\$ 826.20	\$ 972.00	Yes	2	
121	★	Successful Selling Using Psychological Techniques	QUR		No	2	Service Excellence
Service Excellence			MBR	N-MBR	Grant	Day	Programme Information
122		Creating Win-Win Relationships with Internal and External Customers	\$ 734.40	\$ 864.00	Yes	2	
123		Exceptional Customer Service	\$ 734.40	\$ 864.00	Yes	2	
124		Handling Difficult Customers and Complaints	\$ 734.40	\$ 864.00	Yes	2	
125		Saying "No" Positively	\$ 734.40	\$ 864.00	Yes	2	
Supervisory Management			MBR	N-MBR	Grant	Day	Programme Information
126		Becoming a Successful Coach and Mentor	\$ 826.20	\$ 972.00	Yes	2	
127	★	Building Great and Successful Team Relationships Using Click Colors®	QUR		No	1	
128	★	Coach vs Coachee Change to Effective Coaching Skills	QUR		No	1	
129		Essential Managerial Skills	\$ 826.20	\$ 972.00	Yes	2	
130	★	Managing Dysfunctions in Teams	QUR		No	1	
131		Supervisory Skills for the New Supervisors	\$ 1,009.80	\$ 1,188.00	Yes	2	
132		Team Management Skills	\$ 826.20	\$ 972.00	Yes	2	
Team Leadership			MBR	N-MBR	Grant	Day	Programme Information
133		Developing Frontline Leaders	\$ 826.20	\$ 972.00	Yes	2	
134		Effective Team Leadership	\$ 826.20	\$ 972.00	Yes	2	
135		Leading High Performance Teams	\$ 826.20	\$ 972.00	No	2	
136	★	Managerial Leadership for Mid-Level Managers	QUR		No	2	
137		Transformational Leadership	\$ 826.20	\$ 972.00	Yes	2	
138	★	Understanding & Overcoming Leadership Pitfalls	QUR		No	2	
139	★	When to be a Boss, Leader and Manager	QUR		No	2	

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501 Stirling Road Singapore 148951