

Training Programme Information

The training programme aim to enhance the employability of *person with disabilities by preparing and facilitating them for work in open employment.

S/No	Programme Title	Programme Details	Nett Fee (payable by Trainees)	Duration	Training Venue	Training Provider	Training Provider's Contact
Work Preparatory Series							
1	Skills Enabling Training (SET)	Trainees will learn about job search skills: work life transition, managing emotions, resume writing and job interviewing skills.	\$0	5 days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
2	Phone Skills Training	Trainees will learn about basic telephone etiquette and effective communication over telephone.	\$0	5 Days (35 hours)	Training Provider's venue	SPD	
3	Effective Communication	Trainees will learn about effective communication and different forms of messages. Trainees will also learn to take notes from verbal messages as well as identify and respond to non-verbal communication.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
IT Skills Training							
1	Digital Citizen	Trainees will learn the basic skills of using a computer, email and internet through simple approach.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
2	Digital Citizen Tablet	Trainees will be introduced to essential concepts and skills related to using a tablet, such as browse and search the web, work with images and videos, manage applications and store data securely.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
3	Digital Imaging: Photoshop	Trainees will learn the main concepts underlying digital images and use an image editing application to enhance images, apply effects, and prepare an image for printing and publishing.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
4	Computer Essentials	Trainees will learn about various computer hardware, software and devices. They will also gain knowledge in file management, computer networks and computer security.	\$0	5 Days (35 hours)	Training Provider's venue	SPD	sharon_woo@spd.org.sg
5	Online Collaboration	Trainees will learn about collaboration on the Internet via social media, Outlook and cloud computing.	\$0	5 Days (35 hours)	Training Provider's venue	SPD	sharon_woo@spd.org.sg

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6	Online Essentials	Trainees will learn about the Internet, web browsing and basic knowledge of email management.	\$0	5 Days (35 hours)	Training Provider's venue	SPD	sharon_woo@spd.org.sg
7	WSQ ICDL Perform Words Processing Function	Trainees will learn how to create, edit, and enhance standard business documents using Microsoft Word.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
8	WSQ ICDL Perform Spreadsheet Functions	Trainees will learn how to use the basic features of a spreadsheet programme to perform various tasks.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
9	WSQ ICDL Perform PowerPoint Presentation	Trainees will learn how to use basic functions to create and manage a presentation.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
10	WSQ ICDL Perform Advanced Words Processing Function	Trainees will learn to use the advanced features of word processing applications to enhance their work, improve productivity and save time.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
11	WSQ ICDL Perform Advanced Spreadsheet Functions	Trainees will master advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports now I so and perform complex mathematical and statistical calculations.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
12	WSQ ICDL Perform Advanced PowerPoint Presentation	Trainees will learn to use the advanced presentation applications to plan and design more effective presentations that have greater impact to better engage the audience.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
13	Digital Skills Enabling Training	Trainees will learn about job search skills: work life transition, managing emotions, resume writing and job interviewing skills through the use of computer and Internet.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
14	Admin Skills Training	Trainees will learn the core skills of administrative support personnels including file management, photocopying and scanning of documents.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
15	Foundation in IT Skills	This programme aims to equip trainees with skills in productivity IT tools in the office environment such as word, spreadsheets, presentation slides, calendar and online forms.	\$218.22	54 hours	Enabling Village	Informatics Education	6580 4555 enquiry@informatics.edu.sg

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16	LCCI Book-Keeping Level 1	This programme aims to equip trainees with skills to record business transactions into various accounting journals and prepare trial balance for financial statements.	\$109.80	36 hours	Enabling Village	Informatics Education	6580 4555 enquiry@informatics.edu.sg
17	LCCI Book-Keeping Level 2	This programme aims to equip trainees with basic principles underlying the recording of business transactions as well as the skills and knowledge to prepare and interpret accounts for different types of businesses.	\$165.76	72 hours	Enabling Village	Informatics Education	6580 4555 enquiry@informatics.edu.sg
18	Essential Communication Design Programme	This programme combines 3 pillars: creative programme, social programme and personal branding. At the end of the programme, trainees will be empowered to apply their skills learned in the corporate world.	\$800.80	5 months (240 hours)	Enabling Village	Make The Change (MTC)	6337 5449 info@makethechange.sg
19	Digital Marketing Programme	This programme will enable trainees to acquire relevant skills to help SMEs, Brands, Agencies, NGOs etc to have a better social communication and digital brand marketing.	\$541.40	4 months (180 hours)	Enabling Village	Make The Change (MTC)	6337 5449 info@makethechange.sg
20	Website Design and E-Commerce Programme	This programme aims to equip trainees with essential skills needed to manage the e-commerce portal via existing open source platforms or self-design platform with entrepreneurial mind-set.	\$452.20	3 to 5 months (114 hours)	Enabling Village	Make The Change (MTC)	6338 5449 info@makethechange.sg
21	Certificate in Visual Communication	This programme aims to equip trainees with the fundamentals of graphic design and digital media through practical sessions.	\$292.27	1 month (120 hours)	Enabling Village	Nanyang Academy of Fine Arts (NAFA)	6512 4214 / 6512 4216 lifelongeducation@nafa.edu.sg
22	Becoming a Contact Centre Professional	This programme provides trainees with knowledge, skills and inspiration to succeed in the Contact Centre environment.	\$446.26	8 days (56 hours)	Enabling Village	OmniTouch	6234 4844 / 81288661 marcus@omnitouchinternational.com contactus@omnitouchinternational.com

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23	Contact Centre Management Training	This programme will increase trainees' understanding of the challenges, skills and competencies they need to succeed as a customer service representative (CSR). The programme covers 3 modules: 1) Call Center Success 2) Writing Effective Emails 3) Beyond Customer Service	\$175.77	9 Days (63 hours)	Enabling Village	TRUST Management Centre	6514 3217 enquiries@trustedu.com
24	Be a WOW Contact Centre Agent!	This programme aims to equip trainees with the necessary skills and mindset of a contact centre agent to secure employment with either Agape Connecting People Pte Ltd or other contact centres.	\$281.32	10 Days (70 hours)	Enabling Village	Agape Connecting People Pte Ltd	6697 4179 saleem@agape-cp.com
25	Search Engine Optimisation and Search Engine Marketing	This programme aims to equip trainees with skills and knowledge on search engine optimisation and marketing and provide mentorship to trainees to help them find employment or start their own digital business.	\$81.31	6 weeks (24 hours)	Enabling Village	SEOcity Pte Ltd	training@ourseociety.com
26	Social Media Marketing	This programme aims to equip trainees in social media marketing and provide mentorship to trainees to help them find employment or start their own digital business.	\$81.31	6 weeks (24 hours)	Enabling Village	SEOcity Pte Ltd	training@ourseociety.com
27	Facebook 2.0	This programme is a sequel to the Social Media Marketing Programme. It aims to enhance the social media marketing skills of trainees and mentorship will be provided to help trainees upskill or start their own social media marketing business.	\$51.20	4 weeks (16 hours)	Enabling Village	SEOcity Pte Ltd	training@ourseociety.com
Hospitality / Food & Beverage Training							
1	Overview of Hospitality Operations - Basic Food & Beverage Service Skills	This programme aims to provide trainees with basic Food & Beverage service skills to work in food & beverage outlets.	\$165.85	9 Days (63 hours)	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
2	Overview of Hospitality Operations - Basic Housekeeping Skills	This programme aims to provide trainees with an overview of housekeeping skills.	\$165.85	9 Days (63 hours)	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg

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3	Overview of Hospitality Operations - Basic Food & Beverage Preparation Skills	This programme aims to provide trainees with an overview of basic food & beverage preparation.	\$165.85	9 Days (63 hours)	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
4	Trade Specific - Food & Beverage Service (3 WSQ Modules)	This trades-specific programme provides trainees with basic task-based skills and knowledge to work in the food & beverage industry.	\$307.63	57 hours	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
5	Trade Specific - Culinary (3 WSQ Modules)	This trade-specific programme provides trainees with basic task-based skills and knowledge to work in a culinary kitchen.	\$269.85	59 hours	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
6	Trade Specific - Pastry & Baking (3 WSQ Modules)	This trade-specific programme provides trainees with basic task-based skills and knowledge to work in a bakery kitchen.	\$264.40	51 hours	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
7	Trade Specific - Housekeeping (2 WSQ Modules)	This trade-specific programme provides trainees with basic task-based skills and knowledge to work in the housekeeping department.	\$178.48	82 hours	Enabling Village	SHATEC	6415 3531 calicialim@shatec.sg
8	Basic Competency in Food Preparation	This programme aims to assist trainees to attain the WSQ food hygiene certifications and basic competency in food preparation.	\$35 per session Up to 24 sessions	12 months (400 hours)	Enabling Village - Soul Food	Soul Food	9823 4455 soulfoodenterprise@gmail.com
9	Food & Beverage Train and Place Programme	This programme aims to equip trainees with kitchen and service skillsets in a real-time environment.	\$420.47	6 weeks (118 hours)	Training Provider's venue	Project Dignity	9853 9032 wsq.training@projectdignity.sg
10	Basic Food Hygiene and Safety (Bridging)	This programme aims to equip trainees with the knowledge and skills to bridge them towards successful completion of WSQ Follow Food & Beverage Safety & Hygiene Policies & Procedures.	\$77.04	3 days (24 hours)	Training Provider's venue	Project Dignity	9853 9032 wsq.training@projectdignity.sg
11	The 3 P's in Food and Beverage Operations	The programme aims to enhance trainees' understanding and skills in food & beverage service operations.	\$72.16	3 days (24 hours)	Enabling Village	Langford Hospitality Consultants	Milton Monteiro 9792 3692 mgmcoslt@singnet.com.sg

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Vocational Skills Training							
1	Train & Place Programme for Supermarket Retail Assistant	This programme aims to equip trainees with essential skills that will help them in securing a job as a supermarket retail assistant.	To be advised	To be advised	Enabling Village	SG Enable	training@sgenable.sg
2	Performing Musician Programme	This programme primarily targets the trainees who have completed the Band Mentorship Programme (Level 1 and 2), with the aim to upskill their musical skills and knowledge as career bands.	\$270.11	52 hours	Enabling Village	Faith Music Centre	6355 3406 (Office) 9658 9055 (Mobile) alvin_yeo@faithmusic.com.sg
3	Service and Skills Training for Speciality Coffee Companies	This programme aims to equip trainees with knowledge of coffee theory and hands-on training in specialty coffee making. With the skills and knowledge obtained, trainees would be able to gain employment in any café.	\$182.50	15 Days (75 hours)	Training Provider's venue	Foreword Coffee	hello@forewordcoffee.co

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Programme Schedules

S/No	Programme Title	Training Provider	July 17	August 17	September 17	October 17	November 17	December 17	
Work Preparatory Series									
1	Skills Enabling Training (SET)	SPD	27 Jul to 02 Aug 17			19 to 25 Oct 17		18 to 22 Dec 17	
2	Phone Skills Training	SPD				11 to 17 Oct 17			
3	Effective Communication Training	SPD				04 to 10 Oct 17			
IT Skills Training									
1	Digital Citizen	SPD	Please contact training provider to arrange for assessment and confirm on training schedule.						
2	Digital Citizen Tablet	SPD							
3	Digital Imaging: Photoshop	SPD							
4	Computer Essentials	SPD	19 to 26 Jul 17						
5	Online Collaboration	SPD		21 to 25 Aug 17			20 to 24 Nov 17		
6	Online Essentials	SPD	12 to 18 Jul 17		27 Sep to 03 Oct 17				
7	WSQ ICDL Perform Words Processing Function	SPD		03 to 08 Aug 17		26 Oct to 01 Nov 17			
8	WSQ ICDL Perform Spreadsheet Functions	SPD	05 to 11 Jul 17	14 to 18 Aug 17			06 to 10 Nov 17		
9	WSQ ICDL Perform PowerPoint Presentation	SPD		28 Aug to 04 Sep 17			13 to 17 Nov 17		
10	WSQ ICDL Perform Advanced Words Processing Function	SPD			06 to 12 Sep 17			04 to 08 Dec 17	
11	WSQ ICDL Perform Advanced Spreadsheet Functions	SPD			13 to 19 Sep 17			11 to 15 Dec 17	
12	WSQ ICDL Perform Advanced PowerPoint Presentation	SPD	Please contact training provider to arrange for assessment and confirm on training schedule.						
13	Digital Skills Enabling Training	SPD	27 Jun to 04 Jul 17		20 to 26 Sep 17		27 Nov to 01 Dec 17		
14	Admin Skills Training	SPD	Please contact training provider to arrange for assessment and confirm on training schedule.						
15	Foundation in IT Skills	Informatics Education	18 Jul to 01 Aug 17		20 Sep to 09 Oct 17				
16	LCCI Book-Keeping Level 1	Informatics Education	17 to 26 Jul 17		05 to 15 Sep 17				
17	LCCI Book-Keeping Level 2	Informatics Education		01 to 22 Aug 17		23 Oct to 09 Nov 17			
18	Essential Communication Design Programme	Make The Change (MTC)					From Nov 17		
19	Digital Marketing Programme	Make The Change (MTC)			From 19 Sep 17				

Note

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S/No	Programme Title	Training Provider	July 17	August 17	September 17	October 17	November 17	December 17
20	Website Design and E-Commerce Programme	Make The Change (MTC)					From 6 Nov 17	
21	Certificate in Visual Communication	Nanyang Academy of Fine Arts (NAFA)				23 Oct to 10 Nov 17		
22	Becoming a Contact Centre Professional	OmniTouch			11 to 20 Sep 17			
23	Contact Centre Management Training	TRUST Management Centre	Please contact training provider to arrange for assessment and confirm on training schedule.					
24	Be a WOW Contact Centre Agent!	Agape Connecting People Pte Ltd				09 to 27 Oct 17		
25	Search Engine Optimisation and Search Engine Marketing	SEOciety Pte Ltd					04 Nov to 09 Dec 17	
26	Social Media Marketing	SEOciety Pte Ltd					04 Nov to 09 Dec 17	
27	Facebook 2.0	SEOciety Pte Ltd	Please contact training provider to arrange for assessment and confirm on training schedule.					
Hospitality / Food & Beverage Training								
1	Overview of Hospitality Operation - Basic Food & Beverage Service Skills	SHATEC				02 to 12 Oct 17		
2	Overview of Hospitality Operation - Basic Housekeeping Skills	SHATEC			04 to 14 Sep 17			
3	Overview of Hospitality Operations - Basic Food & Beverage Preparation Skills	SHATEC			18 to 28 Sep 17			
4	Trade Specific - Food & Beverage Service (3 WSQ Modules)	SHATEC	12 Jun to 03 Jul 17					
5	Trade Specific - Culinary (3 WSQ Modules)	SHATEC	12 Jun to 03 Jul 17					
6	Trade Specific - Pastry & Baking (3 WSQ Modules)	SHATEC	Please contact training provider to arrange for assessment and confirm on training schedule.					
7	Trade Specific - Housekeeping (2 WSQ Modules)	SHATEC	12 Jun to 10 Jul 17					
8	Basic Competency in Food Preparation	Soul Food	Please contact training provider to arrange for assessment and confirm on training schedule.					
9	Food & Beverage Train and Place Programme	Project Dignity	31 Jul to 13 Sep 17	28 Aug to 09 Oct 17	25 Sep to 06 Nov 17	30 Oct to 08 Dec 17	30 Nov 17 to 05 Jan 18	18 Dec 17 to 26 Jan 18
10	Basic Food Hygiene and Safety (Bridging)	Project Dignity	31 Jul to 03 Aug 17	28 Aug to 31 Aug 17	25 Sep to 28 Sep 17	30 Oct to 02 Nov 17	30 Nov to 05 Dec 17	18 Dec to 21 Dec 17
11	The 3 P's in Food and Beverage Operations	Langford Hospitality Consultants					28, 29, 30 Nov 17	

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Vocational Skills Training								
1	Train & Place Programme for Supermarket Retail Assistant	SG Enable	Please contact training provider to arrange for assessment and confirm on training schedule.					
2	Performing Musician Programme	Faith Music Centre	Please contact training provider to arrange for assessment and confirm on training schedule.					
3	Service and Skills Training for Speciality Coffee Companies	Foreword Coffee					13 Nov to 01 Dec 17	

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