

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	Telephone Skills Training	Trainees will learn about basic telephone etiquette and effective communication over telephone.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
3	ESP Employability Training	This course is for newly enrolled Employment Support Programme (ESP) clients for future employment through structured employability enhancement training.	\$0	3 Days (21 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
Workplace IT Skills Training							
1	ICDL 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)	Enabling Village	SPD	sharon_woo@spd.org.sg
2	ICDL Online Collaboration	Trainees will learn about collaboration on the Internet via social media, Outlook and cloud computing.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
3	ICDL Online Essentials	Trainees will learn about the Internet, web browsing and basic knowledge of email management.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
4	ICDL Image Editing	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
5	ICDL Word	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
6	ICDL Excel	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
7	ICDL PowerPoint	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
8	ICDL Advanced Word	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

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9	ICDL Advanced Excel	Trainees will master advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
10	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
Accounting and Administrative Skills Training							
1	LCCI Bookkeeping Level 2	Trainees will learn the fundamental aspects of business transactions, stock valuation as well as interpretation and preparation of financial statements.	\$190.30	10 days (80 hours)	Enabling Village	Informatics Education	9698 4237 enquiry@informatics.edu.sg
2	Admin Skills Training	Trainees will learn the core skills of administrative support including file management, photocopying and scanning of documents.	\$0	5 Days (35 hours)	Enabling Village	SPD	sharon_woo@spd.org.sg
3	Effective Communication	Trainees will learn about the 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
4	Admin and Operations Assistance Training	Trainees will learn the fundamental skills to take up administrative and operations role.	\$131.37	10 Days (70 hours)	Enabling Village	SuChi Success Initiatives	6842 8160 info@suchisuccess.com
Contact Centre Skills Training							
1	Contact Centre Skills Training	Trainees will learn the different skills required to engage in warm telephone conversations, handle questions and develop effective communication to become a professional Call Agent.	\$464.80	4 months (360 hours)	Training Provider's venue	Eureka Call Centre System (S)	6622 7888 / 6622 7797 info@eurekaccs.com
2	Contact Centre Management Training	Trainees will learn to understand the challenges of a contact centre agent, and learn skills and competencies to succeed as a contact centre agent.	\$133.91	9 days (63 hours)	Enabling Village	Trust Management Centre	6514 3217 enquiries@trustedu.com
Creative Arts Training							
1	Career Band Mentorship	Trainees will learn advanced stage presence skills, audience holding ability and develop personal musical capability and knowledge.	\$0	(1 year) 52 hours	Training Provider's venue	Faith Music Centre	6355 3406 (Office) 9658 9055 (Mobile) alvin_yeo@faithmusic.com.sg
2	Train-and-Place Programme for Arts and Creatives	Trainees will learn fine arts and appreciation, while learning the basics of arts and design for home decoration and everyday fashion and jewellery.	\$534.00	(8 weeks) 140 hours	Training Provider's venue	Goshen Art Gallery	shan@goshenartgallery.com

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Design Skills Training							
1	Communication Design for Marketing Training	Trainees will learn essential skills necessary to enter the creative design field.	\$723.46	5 months (177 hours)	Enabling Village	Make The Change (MTC)	6337 5449 info@makethechange.sg
2	BIM Asset Data Management Training	Trainees will learn the essential skills in 3D modelling techniques, and knowledge in building information modelling processes.	\$690.00	23 days (184 hours)	Enabling Village	BIMLife	9711 0778
Hospitality / Food & Beverage Skills Training							
1	Guestroom Cleaning Training	Trainees will learn essential skills in tidying guestrooms, and keeping and maintaining the cleanliness and grandeur of the guestroom for the next guest.	TBC	3 weeks (40 hours)	Training Provider's venue	Singapore Institute of Hospitality	6593 6966 info@sih.edu.sg
2	Basic Food Hygiene and Safety (Bridging)	Trainees will learn the knowledge and skills to bridge them towards successful completion of WSQ Follow Food & Beverage Safety & Hygiene Policies & Procedures.	\$40.97	3 days (12 hours)	Training Provider's venue	Project Dignity	9853 9032 wsq.training@projectdignity.sg
3	Food and Beverage Train-and-Place Programme	Trainees will learn the essential kitchen and service skills to become proficient in a food and beverage setting.	\$287.75	20 days (75 hours)	Training Provider's venue	Project Dignity	9853 9032 wsq.training@projectdignity.sg
4	The 3 P's in Food and Beverage Operations	Trainees will learn the essential skills in food and beverage service operations.	\$0	3 days (24 hours)	Enabling Village	Langford Hospitality Consultants	Milton Monteiro 9792 3692 mgmcoslt@singnet.com.sg
ICT Skills Training							
1	Specialisation Programme in Computer Networks	Trainee will learn the skills necessary in configuring and maintaining computer networks while understanding the importance and application of cybersecurity in relation to computer networks.	TBC	18 months (144 hours)	Enabling Village	Informatics Education	9698 4237 enquiry@informatics.edu.sg
2	Desktop and IT Support Training	Trainees will learn the essential skills and knowledge such as end user support to assist in organisational IT support.	TBC	18 days (72 hours)	Enabling Village	Trampoline	contact@trampoline.org
3	Basic Data Analysis and Application at Work	Trainees will learn the practical skills essential for the purpose of analysing data in business applications and social skills in work setting.	TBC	35 days (210 hours)	Enabling Village	Undifferent	hlin@undifferent.org
4	Website Design and e-commerce Training	Trainees will learn the important skills in managing e-commerce portals using existing open source or self-design platforms.	\$467.99	6 months (114 hours)	Enabling Village	Make The Change (MTC)	6337 5449 info@makethechange.sg
5	Mobile and Web Development Training	Trainees will learn to develop iOS/Android OS mobile applications and e-commerce websites that are essential for businesses to sell their products and services online.	TBC	5 days (35 hours)	Enabling Village	Avantus Training	6661 0888 enquiries@avantustraining.com

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6	Website Design and Development Training	Trainees will learn skills relevant to website design and development with projects simulating real work setting, and become industry relevant and work-ready.	TBC	24 days (96 hours)	Enabling Village	Chrysalix	chikit@chrysalix.sg
7	Interaction Design Training	Trainees will learn the foundational skills in designing Interfaces and Interactivity.	TBC	24 days (72 hours)	Enabling Village	Orita Sinclair School of Music and Design	6398 0372 info@orita-sinclair.edu.sg
8	Digital Marketing Training	Trainees will learn digital marketing skills to assist businesses and organisations, to improve their social communication and digital brand marketing.	\$580.80	4 months (180 hours)	Enabling Village	Make The Change (MTC)	6337 5449 info@makethechange.sg
9	Marketing for the Digital Age	Trainees will learn the knowledge of search engine optimisation and marketing skills relevant to employers.	\$584.01	5 months (180 hours)	Training Provider's venue	Make The Change (MTC)	6337 5449 info@makethechange.sg
10	Train-and-Place Programme for Digital Marketers	Trainees will learn the essential digital marketing skills, take on industry relevant projects, and be prepared for employment as a digital marketer.	TBC	26 days (185 hours)	Enabling Village	Lithan Academy	6324 9730 info@lithan.com

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S/No	Programme Title	Training Provider	October 18	November 18	December 18	January 19	February 19	March 19
Work Preparatory Series								
1	Skills Enabling Training (SET)	SPD	Please contact training provider to arrange for assessment and confirm on training schedule					
2	Telephone Skills Training	SPD			03, 04, 05, 06, 07			
3	ESP Employability Training	SPD	08, 09, 11	21, 22, 23	12, 13, 14	03, 04, 07 24, 25, 28	20, 21, 22	11, 12, 13
Workplace IT Skills Training								
1	ICDL Computer Essentials	SPD	01, 02, 03, 04, 05					
2	ICDL Online Collaboration	SPD	09, 10, 11, 12, 15					
3	ICDL Online Essentials	SPD	01, 02, 03, 04, 05					
4	ICDL Image Editing	SPD						04, 05, 06, 07, 08
5	ICDL Word	SPD	17, 18, 19, 22, 23				11, 12, 13, 14, 15	
6	ICDL Excel	SPD	31 Oct, 01, 02, 07, 08 Nov				18, 19, 20, 21, 22	
7	ICDL Powerpoint	SPD				09, 10, 11, 14, 15		25, 26, 27, 28, 29
8	ICDL Advanced Word	SPD		28, 29, 30 Nov, 03, 04 Dec				11, 12, 13, 14, 15
9	ICDL Advanced Excel	SPD			12, 13, 14, 17, 18			18, 19, 20, 21, 22
10	Digital Skills Enabling Training	SPD		14, 15, 16, 19, 20		23, 24, 25, 28, 29		

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Accountancy and Administrative Skills Training								
1	LCCI Bookkeeping Level 2 Training Programme	Informatics Education			10 - 14, 17 - 21			18 - 22, 25 - 29
2	Admin Skills Training	SPD					25, 26, 27, 28 Feb & 01 Mar	
3	Effective Communication	SPD	Please contact training provider to arrange for assessment and confirm on training schedule					
4	Admin and Operations Assistance Training Programme	SuChi Success Initiatives		19 - 23, 26 - 30				
Contact Centre Skills Training								
1	Contact Centre Skills Training Programme	Eureka Call Centre Systems (S)	15 Aug - 14 Nov		20 Nov - 18 Feb			
2	Contact Centre Management Training Programme	Trust Management Centre	15 - 19, 22 - 25					
Creative Industries Skills Training								
1	Career Band Mentorship Programme	Faith Music Centre	Please contact training provider to arrange for assessment and confirm on training schedule					
2	Train-and-Place Programme for Arts and Creatives	Goshen Art Gallery		13 Nov - 27 Dec				
Design Skills Training								
1	Communication Design for Marketing Training Programme	Make The Change (MTC)	Please contact training provider to arrange for assessment and confirm on training schedule					
2	BIM Asset Data Management Training Programme	BIMLife	Please contact training provider to arrange for assessment and confirm on training schedule					
3	Motion Design and Production Techniques Training Programme	Mages Institute of Excellence		19 Nov - 11 Feb				

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Hospitality / Food & Beverage Skills Training								
1	Guestroom Cleaning Training Programme	Singapore Institute of Hospitality	Please contact training provider to arrange for assessment and confirm on training schedule					
2	Basic Food Hygiene and Safety (Bridging)	Project Dignity	29, 30, 31		03, 04, 05	14, 15, 16	18, 19, 20	25, 26, 27
3	Food and Beverage Train-and-Place Programme	Project Dignity	24 Sep - 19 Oct	29 Oct - 27 Nov	03 Dec - 03 Jan	14 Jan - 13 Feb	18 Feb - 15 Mar	25 Mar - 22 Apr
4	The 3 P's in Food and Beverage Operations	Langford Hospitality Consultants		21, 22, 23				
ICT Skills Training								
1	Specialisation Programme in Computer Networks	Informatics Education						14 Mar - 21 May
2	Desktop and IT Support Training Programme	Trampoline	Please contact training provider to arrange for assessment and confirm on training schedule					
3	Basic Data Analysis and Application at Work	Undifferent	Please contact training provider to arrange for assessment and confirm on training schedule					
4	Website Design and e-commerce Training Programme	Make The Change (MTC)	24 Nov - 27 Apr					
5	Mobile and Web Development Training Programme	Avantus Training		26, 27, 28, 29, 30			18, 19, 20, 21, 22	
6	Website Design and Development Training Programme	Chrysalix	Please contact training provider to arrange for assessment and confirm on training schedule					
7	Interaction Design Training Programme	Orita Sinclair School of Music and Design	Please contact training provider to arrange for assessment and confirm on training schedule					
8	Digital Marketing Training Programme	Make The Change (MTC)	Please contact training provider to arrange for assessment and confirm on training schedule					
9	Marketing for the Digital Age	Make The Change (MTC)		27 Nov - 3 May				
10	Train-and-Place Programme for Digital Marketers	Lithan Academy	30 Nov - Mar					

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