

MDC EXECUTIVE PROGRAMME TRAINING CALENDAR

LEARNING TODAY, LEADING 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.

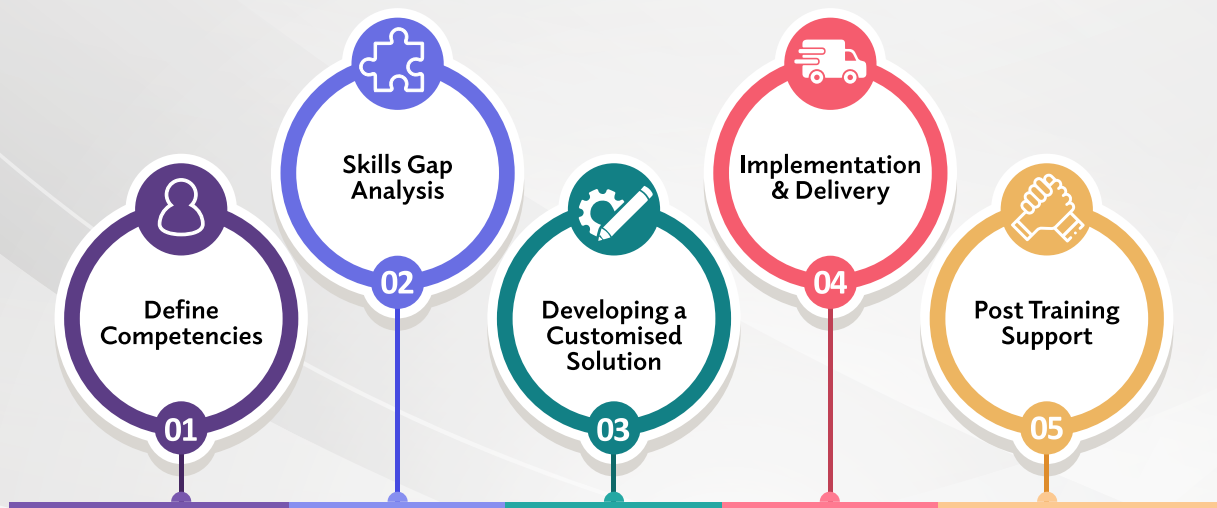
We have extensive experience in delivering customised training programmes to more than 1,000 companies locally and globally.

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 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

SOME OF OUR VALUED CLIENTS



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

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
- Singapore Citizens aged 25 or above by 31 December 2020 will receive the SkillsFuture Credit Top-up 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 for more information.

Skillsfuture Singapore (SSG) funding and SDF grant for all programmes will cease at the end of 2024

TESTIMONIALS



“Informative and course facilitator is able to exhibit concepts with real examples to help attendees resonate better.”

Jean Wang
(EQ Skills for Team Leaders and Managers)
OCBC



“Trainer sharing of experience, insightful.”

Vivian Lim
(Assertiveness Techniques and Approaches)
Sengkang General Hospital



“The interaction with the trainer and the continuous discussion during the course was good.”

Munguia Barquin Guillermo Fernando
(Key Account Management)
Welbilt Asia Pacific Private Limited








“Exceptional service and dedication to ensuring a memorable learning experience.”

Tammy Tan
(Effective Event Management)
OM Materials (S) Pte Ltd






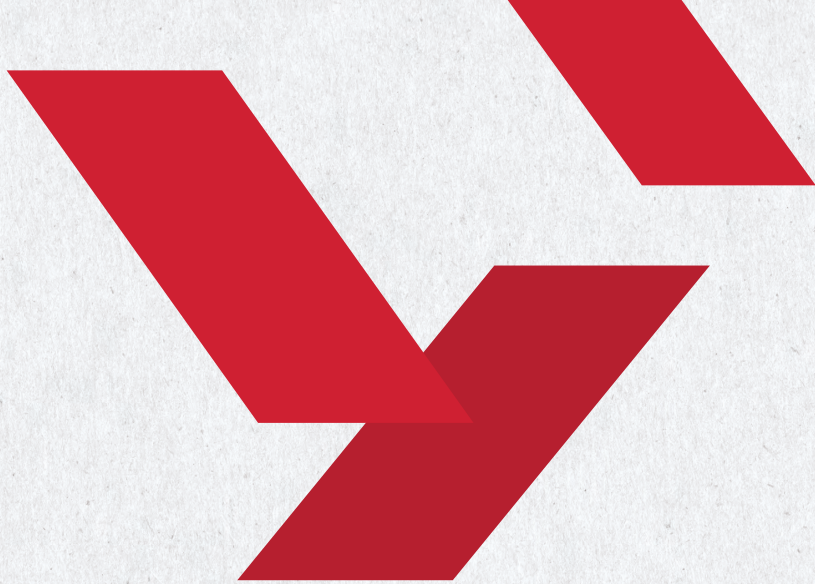
MDC EXECUTIVE PROGRAMME TRAINING CALENDAR 2024

Programme			Fee (S\$)		Grant	Duration	For the latest information on all MDC Corporate Courses, scan the QR code below or email us at mdc@mdis.edu.sg
★ In-house Training			MDIS Member (MBR)	Non Member (N-MBR)	SDF / SkillsFuture Credit		
			Quote Upon Request (QUR) Email to andrew_leongwk@mdis.edu.sg				
Business Management / Sustainability			MBR	N-MBR	Grant	Day	Programme Information
1	★	Balanced Scorecard for Business Performance	QUR		No		
2	★	Blue Ocean Strategy	QUR		No		
3	★	Lean Approach to Optimize Productivity and Efficiency	QUR		No		
4		Effective Office Skills for Administrative Support Staff	\$ 833.85	\$ 981.00	Yes	2	
5		Effective Secretarial Skills	\$ 833.85	\$ 981.00	Yes	2	
6		Office Administration Management for Executives and Managers	\$ 833.85	\$ 981.00	Yes	2	
7	★	Understanding the Supply Chain Process and Planning	QUR		No		
8	★	Supply Chain Management Overview - Procurement Perspective	QUR		No		
9		Project Management Masterclass	\$ 833.85	\$ 981.00	Yes	2	
10	★	Systems Thinking in Practice	QUR		No		
11	★	Facing the Media With Confidence	QUR		No		
12	★	Essential Culture Shifts for Workplace Transformation & Success	QUR		No		
13		Business Sustainability and Carbon Footprint Management (NEW!)	\$ 722.70	\$ 850.20	No	2	
Communication (General)			MBR	N-MBR	Grant	Day	Programme Information
14		Excellent People Skills at Work	\$ 833.85	\$ 981.00	Yes	2	
15	★	Teambuilding That Builds Teamwork and Co-operation	QUR		No		
16		Conflict Management Skills	\$ 444.70	\$ 523.20	Yes	1	
17		Effective Communication through Neuro Linguistic Programming (NLP) Techniques	\$ 444.70	\$ 523.20	Yes	1	
18	★	Understanding Behavioural Styles for Improved Relationships	QUR		No		
19		Crisis Management and Communication	\$ 444.70	\$ 523.20	Yes	1	
20	★	The Art of Body Language	QUR		No		
21	★	Humour Intelligence for Business Professionals	QUR		No		
22	★	Listening – Your Professional Advantage	QUR		No		
23		How to Work More Effectively with Others Using the MBTI	\$ 444.70	\$ 523.20	Yes	1	
24		Winning with Difficult People	\$ 833.85	\$ 981.00	Yes	2	
25	★	Emotive Influencing for Workplace Success	QUR		No		
26	★	The Art of Facilitating Effective Meetings	QUR		No		
27		Impactful Feedback & Constructive Communication (NEW!)	\$ 833.85	\$ 981.00	No	2	
28		The Art of Influencing and Persuasion	\$ 833.85	\$ 981.00	Yes	2	
Communication (Spoken)			MBR	N-MBR	Grant	Day	Programme Information
29	★	Effectiveness and Etiquette on the Phone	QUR		No		
30		Effective Communication for Better Workplace Efficiency	\$ 833.85	\$ 981.00	Yes	2	
31		Persuasive Communication	\$ 833.85	\$ 981.00	No	2	
32		Speak with Confidence and Impact	\$ 833.85	\$ 981.00	No	2	
33	★	Advanced Presentation Masterclass	QUR		No		
34		Effective Presentation Skills	\$ 833.85	\$ 981.00	Yes	2	
35		Assertiveness Techniques and Approaches	\$ 833.85	\$ 981.00	Yes	2	
36	★	Public Speaking Skills	QUR		No		
37	★	Becoming a Polished Presenter	QUR		No		
Communication (Written)			MBR	N-MBR	Grant	Day	Programme Information
38		Handling Written Enquiries and Complaints	\$ 833.85	\$ 981.00	No	2	
39		The Essentials of Email Writing and Etiquette	\$ 444.70	\$ 523.20	Yes	1	
40	★	Technical Proposal Writing	QUR		No		
41	★	Effective Business Writing Skills	QUR		No		
42		Creating Structured Agendas with Productive Minutes	\$ 444.70	\$ 523.20	No	1	
43		The Essentials of Report Writing	\$ 444.70	\$ 523.20	No	1	
44		Power Writing Skills for Executives and Managers	\$ 833.85	\$ 981.00	Yes	2	
Creativity & Innovation			MBR	N-MBR	Grant	Day	Programme Information
45	★	Innovation & Critical Thinking Skills	QUR		No	2	
46		Mind Mapping: A Shortcut to Improving Your Performance at Work (NEW!)	\$ 444.70	\$ 523.20	No	2	
47		Creative Problem Solving and Decision Making	\$ 833.85	\$ 981.00	Yes	2	
48	★	Design Thinking: Designing a Competitive Customer Experience	QUR		No	1	
49		Out-of-the-Box Thinking and Problem Solving with PRISM© (Online)	\$ 833.85	\$ 981.00	Yes	2	

Programme			Fee (\$S)		Grant	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)	SDF / SkillsFuture Credit			
			Quote Upon Request (QUR) Email to andrew_leongwk@mdis.edu.sg					
★ In-house Training								
Emotional Intelligence (EQ)			MBR	N-MBR	Grant	Day	Programme Information	
50	★	EQ @ Work	QUR		No			
51		Building Great Teams that Click!” (NEW!)	\$ 444.70	\$ 523.20	No	1		
52	★	How to Manage Emotions at Workplace	QUR		No			
53		Using Emotional Intelligence to manage oneself and Others at the Workplace	\$ 833.85	\$ 981.00	Yes	2		
54	★	Managing Anger @ Work	QUR		No			
55		EQ Skills for Team Leaders and Managers	\$ 833.85	\$ 981.00	Yes	2		
Financial Management			MBR	N-MBR	Grant	Day	Programme Information	
56		Basic Accounting	\$ 833.85	\$ 981.00	Yes	2		
57		Finance for Non-Finance Professionals	\$ 722.70	\$ 850.20	Yes	2		
58		Effective Costing, Cash Flow Management and Budgetary Control	\$ 833.85	\$ 981.00	No	2		
59		Understanding and Analysing Financial Statements	\$ 833.85	\$ 981.00	Yes	2		
60		Accounts Receivable Management & Collection Techniques	\$ 444.70	\$ 523.20	Yes	1		
61		Inventory Management & Control	\$ 444.70	\$ 523.20	No	1		
62	★	Crafting a Business Plan and Budget	QUR		No			
Human Capital Management			MBR	N-MBR	Grant	Day		Programme Information
63		Succession Planning (Online)	\$ 722.70	\$ 850.20	No	2		
64	★	Understanding KPI & KRA	QUR		No			
65	★	Conducting Training Needs Analysis (TNA) Using the ADDI Model	QUR		No			
66		Train the Trainer	\$ 833.85	\$ 981.00	Yes	2		
67	★	Competency-based Interviews	QUR		No			
68	★	Workplace Talent Identification and Development	QUR		No			
69	★	Managing Difficult Employees and Colleagues	QUR		No			
70	★	Employee Engagement with Techniques of Life Cycle Management	QUR		No			
IT Short Courses			MBR	N-MBR	Grant	Day		Programme Information
71	★	Data Management Analytics with Pivot Tables (Excel 2013)	QUR		No			
72		Data Management Analytics with Pivot Tables (Excel 2016)	\$ 324.30	\$ 381.50	Yes	1		
73		Harnessing the Power of Formulas and Functions in Excel (2016)	\$ 324.30	\$ 381.50	Yes	1		
74	★	Microsoft Excel 2013 – Level 2 Advanced	QUR		No			
75		Microsoft Excel 2016 – Level 1 Essentials	\$ 370.60	\$ 436.00	Yes	2		
76		Microsoft Excel 2016 - Level 2 Advanced	\$ 370.60	\$ 436.00	Yes	2		
77		Microsoft Excel 2016 – Level 3 Beyond Advanced	\$ 370.60	\$ 436.00	Yes	2		
78		Data Visualization using Advanced Charting Techniques in Excel	\$ 370.60	\$ 436.00	No	2		
79		Automation using Excel Visual Basic for Applications	\$ 370.60	\$ 436.00	No	2		
80		Microsoft PowerPoint 2016 – Level 1 Essentials	\$ 370.60	\$ 436.00	No	2		
81		Microsoft PowerPoint 2016 – Level 2 Advanced	\$ 370.60	\$ 436.00	Yes	2		
82		Creating Dynamic Presentations using PowerPoint (2016)	\$ 324.30	\$ 381.50	No	1		
83		Microsoft Word 2016 – Level 1 Essentials	\$ 370.60	\$ 436.00	No	2		
84		Microsoft Word 2016 – Level 2 Advanced	\$ 370.60	\$ 436.00	No	2		
Marketing			MBR	N-MBR	Grant	Day		Programme Information
85	★	Search Engine Optimisation (SEO) Masterclass	QUR		No			
86	★	Marketing for Non-Marketing Professionals	QUR		No			
87		Strategic Marketing for Competitive Advantage	\$ 741.20	\$ 872.00	No	2		
88		Digital Marketing	\$ 741.20	\$ 872.00	Yes	2		
89	★	Get More Leads and Sales Using Facebook Marketing	QUR		No			
90	★	Get More Leads and Sales Using Google Ads	QUR		No			
91	★	Using Google Analytics to Shape Your Marketing Strategy	QUR		No			
92		Effective Events Management	\$ 833.85	\$ 981.00	Yes	2		
93	★	Creating A Digital Presence	QUR		No			
94	★	Affiliate Marketing Strategy	QUR		No			
95	★	LinkedIn Marketing: How To Stand Out	QUR		No			
96	★	Social Media Content Creation Masterclass	QUR		No			
Personal Effectiveness & Productivity			MBR	N-MBR	Grant	Day		Programme Information
97		Root Cause Analysis (Online)	\$ 741.20	\$ 872.00	No	2		
98	★	BUZ of Change	QUR		No			

All course funding is subjected to change in 2024. All fees quoted are inclusive of GST. The amount illustrated is based on latest prevailing GST at 9%.
Note that GST will be changed from 8% to 9% from 1st January 2024. The total amount payable will be changed accordingly.

Programme			Fee (\$\$)		Grant	Duration	For the latest information on all MDC Corporate Courses, scan the QR code below or email us at mdc@mdis.edu.sg
★ In-house Training			MDIS Member (MBR)	Non Member (N-MBR)	SDF / SkillsFuture Credit		
			Quote Upon Request (QUR) Email to andrew_leongwk@mdis.edu.sg				
Personal Effectiveness & Productivity			MBR	N-MBR	Grant	Day	Programme Information
99	★	The Power of “Colored Brain” Communication and Personal Effectiveness for Career Brilliance	📄 QUR		No		
100		Boosting Productivity Through Mindset Change	\$ 741.20	\$ 872.00	No	2	
101		ABC to Brain Smart Speed Reading Techniques	\$ 370.60	\$ 436.00	No	1	
102	★	Brain Boost Your Memory at the Workplace	📄 QUR		No		
103		Effective Time and Stress Management at the Workplace	\$ 370.60	\$ 436.00	No	1	
104	★	Developing Personal Resilience	📄 QUR		No		
105	★	H.E.A.R.T @ Work	📄 QUR		No		
106	★	Smart Time Management	📄 QUR		No		
107	★	Birds of Different Feathers can Flock Together	📄 QUR		No		
108	★	Even Eagles Need a Push	📄 QUR		No		
109		Taking Initiative	\$ 741.20	\$ 872.00	No	2	
110	★	The 7-Ups to Personal Effectiveness	📄 QUR		No		
111	★	Dress to Impress for Success with Personal Grooming	📄 QUR		No		
112	★	Business and Dining Etiquette	📄 QUR		No		
113	★	Improve Productivity Using Google Workspace	📄 QUR		No		
114	★	Unleash your Potential with Image and Social Media Management	📄 QUR		No		
115	★	Using Social Media for Career Success	📄 QUR		No		
Risk Management / ChatGPT			MBR	N-MBR	Grant	Day	Programme Information
116	★	Internal Controls Masterclass	📄 QUR		No		
117	★	Procurement Fraud Prevention and Detection Masterclass	📄 QUR		No		
118	★	Establishing an Effective Enterprise Risk Management Process	📄 QUR		No		
119	★	Practical Application of ChatGPT in Risk Management and Internal Audit (NEW!)	📄 QUR		No		
120	★	Increasing Your Work Productivity with ChatGPT (NEW!)	📄 QUR		No		
Sales			MBR	N-MBR	Grant	Day	Programme Information
121		Key Account Management	\$ 833.85	\$ 981.00	Yes	2	
122	★	Leading Edge Selling Skills - For Today's Client	📄 QUR		No		
123		Negotiating For Results Masterclass	\$ 833.85	\$ 981.00	No	2	
124	★	Successful Selling Using Psychological Techniques	📄 QUR		No		
125		Effective Negotiation Skills	\$ 833.85	\$ 981.00	Yes	2	
126	★	Effective Telemarketing Techniques	📄 QUR		No		
127	★	How to Win and Close Deals	📄 QUR		No		
Service Excellence			MBR	N-MBR	Grant	Day	Programme Information
128		Exceptional Customer Service	\$ 741.20	\$ 872.00	No	2	
129		Handling Difficult Customers and Complaints	\$ 741.20	\$ 872.00	Yes	2	
130		Creating Win-Win Relationships with Internal and External Customers	\$ 741.20	\$ 872.00	Yes	2	
131		Saying “No” Positively	\$ 741.20	\$ 872.00	No	2	
Supervisory Management			MBR	N-MBR	Grant	Day	Programme Information
132		Essential Managerial Skills (Online)	\$ 833.85	\$ 981.00	Yes	2	
133	★	Effective Coaching Skills	📄 QUR		No		
134	★	Building Great and Successful Team Relationships using Click Colors	📄 QUR		No		
135		Team Management Skills	\$ 833.85	\$ 981.00	Yes	2	
136	★	Managing Dysfunctions in Teams	📄 QUR		No		
137		Becoming a Successful Coach and Mentor	\$ 741.20	\$ 872.00	No	2	
138		Supervisory Skills for the New Supervisors	\$ 833.85	\$ 981.00	Yes	2	
139		Stakeholder Engagement and Empowerment (NEW!)	\$ 833.85	\$ 981.00	No	2	
Team Leadership			MBR	N-MBR	Grant	Day	Programme Information
140	★	When to be a Boss, Leader and Manager	📄 QUR		No		
141		Transformational Leadership	\$ 833.85	\$ 981.00	No	2	
142		Effective Team Leadership	\$ 833.85	\$ 981.00	Yes	2	
143		Leading High Performance Teams	\$ 833.85	\$ 981.00	No	2	
144	★	Managerial Leadership for Mid-Level Managers	📄 QUR		No		
145	★	Understanding & Overcoming Leadership Pitfalls	📄 QUR		No		
146		Developing Frontline Leaders	\$ 833.85	\$ 981.00	No	2	



MDIS

Management Development & Consultancy
The Corporate Training Arm of MDIS

Management Development and Consultancy (MDC)

Tel: (65) 6842 6666

Email: mdc@mdis.edu.sg

Website: www.mdc.edu.sg

501 Stirling Road Singapore 148951

The information provided in this flyer 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 flyer at any time without prior notice. For most updated information, please refer to our website at www.mdc.edu.sg.

Printed in October 2023 Rev. 0