

**2026**

# **DEVELOPING TOMORROW'S LEADERS TODAY.**



**MDC EXECUTIVE PROGRAMME TRAINING CALENDAR**



**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.



## 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)

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### 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](mailto:mdc@mdis.edu.sg) for more information.

## 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  
Panasonic 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


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

# MDC EXECUTIVE PROGRAMME TRAINING CALENDAR 2026

| Programme |  | Fee (S\$)   |                    | 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> |   |
|-----------|--|---|--------------------|----------|---|---|
|           |  | MDIS Member (MBR)   | Non Member (N-MBR) |          |   |   |
| 1         | <b>Business Management/ Sustainability</b> | 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         |  | Agile Project Management  | \$722.70           | \$850.20 | 2   |   |
| 6         | <b>Communication (General)</b>             | Excellent People Skills at Work   | \$722.70           | \$850.20 | 2   |    |
| 7         |  | Conflict Management Skills  | \$407.70           | \$479.60 | 1   |   |
| 8         |  | Effective Communication through Neuro Linguistic Programming (NLP) Techniques | \$407.70           | \$479.60 | 1   |   |
| 9         |  | Crisis Management and Communication   | \$407.70           | \$479.60 | 1   |   |
| 10        |  | How to Work More Effectively with Others Using the MBTI                       | \$407.70           | \$479.60 | 1   |   |
| 11        |  | Winning with Difficult People   | \$722.70           | \$850.20 | 2   |   |
| 12        |  | The Art of Influencing and Persuasion   | \$722.70           | \$850.20 | 2   |   |
| 13        | <b>Communication (Spoken)</b>              | Effective Communication for Better Workplace Efficiency                       | \$722.70           | \$850.20 | 2   |  |
| 14        |  | Speak with Confidence and Impact  | \$722.70           | \$850.20 | 2   |   |
| 15        |  | Assertiveness Techniques and Approaches                                       | \$722.70           | \$850.20 | 2   |   |
| 16        |  | Effective Presentation Skills   | \$722.70           | \$850.20 | 2   |   |
| 17        | <b>Communication (Written)</b>             | Handling Written Enquiries and Complaints                                     | \$722.70           | \$850.20 | 2   |  |
| 18        |  | The Essentials of Email Writing and Etiquette                                 | \$407.70           | \$479.60 | 1   |   |
| 19        |  | Creating Structured Agendas with Productive Minutes                           | \$407.70           | \$479.60 | 1   |   |
| 20        |  | The Essentials of Report Writing  | \$407.70           | \$479.60 | 1   |   |
| 21        |  | Power Writing Skills for Executives and Managers                              | \$722.70           | \$850.20 | 2   |   |
| 22        | <b>Creativity &amp; Innovation</b>         | Creative Problem Solving and Decision Making                                  | \$722.70           | \$850.20 | 2   |  |
| 23        |  | Out-of-the-Box Thinking and Problem Solving with PRISM©                       | \$722.70           | \$850.20 | 2   |   |
| 24        |  | Innovation & Critical Thinking Skills   | \$407.70           | \$479.60 | 1   |   |
| 25        | <b>Emotional Intelligence (EQ)</b>         | Using Emotional Intelligence to manage oneself and Others at the Workplace    | \$722.70           | \$850.20 | 2   |  |
| 26        |  | EQ Skills for Team Leaders and Managers                                       | \$722.70           | \$850.20 | 2   |   |
| 27        | <b>Financial Management</b>                | Basic Accounting  | \$722.70           | \$850.20 | 2   |  |
| 28        |  | Finance for Non-Finance Professionals   | \$722.70           | \$850.20 | 2   |   |
| 29        |  | Effective Costing, Cash Flow Management and Budgetary Control                 | \$722.70           | \$850.20 | 2   |   |
| 30        |  | Understanding and Analysing Financial Statements                              | \$722.70           | \$850.20 | 2   |   |
| 31        |  | Accounts Receivable Management & Collection Techniques                        | \$407.70           | \$479.60 | 1   |   |
| 32        |  | Inventory Management & Control  | \$407.70           | \$479.60 | 1   |   |
| 33        | <b>Human Capital Management</b>            | Train the Trainer   | \$722.70           | \$850.20 | 2   |  |

# MDC EXECUTIVE PROGRAMME TRAINING CALENDAR 2026

| Programme |  | Fee (S\$)   |                    | 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> |   |   |
|-----------|--|---|--------------------|----------|---|---|---|
|           |  | MDIS Member (MBR)   | Non Member (N-MBR) |          |   |   |   |
| 34        | <b>IT Short Course: Microsoft Excel</b>          | Data Management Analytics with Pivot Tables (Excel 2016)                                      | \$370.60           | \$436.00 | 1   |    |   |
| 35        |  | Harnessing the Power of Formulas and Functions in Excel (2016)                                | \$370.60           | \$436.00 | 1   |   |   |
| 36        |  | Microsoft Excel 2016 - Level 2 Advanced   | \$370.60           | \$436.00 | 2   |   |   |
| 37        |  | Microsoft Excel 2016 - Level 3 Beyond Advanced  | \$370.60           | \$436.00 | 2   |   |   |
| 38        |  | Data Visualization using Advanced Charting Techniques in Excel                                | \$370.60           | \$436.00 | 2   |   |   |
| 39        |  | Automation using Excel Visual Basic for Applications  | \$370.60           | \$436.00 | 2   |   |   |
| 40        | <b>IT Short Course: Microsoft PowerPoint</b>     | Microsoft PowerPoint 2016 - Level 2 Advanced  | \$370.60           | \$436.00 | 2   |    |   |
| 41        |  | Creating Dynamic Presentations using PowerPoint (2016)  | \$370.60           | \$436.00 | 1   |   |   |
| 42        | <b>IT Short Course: Microsoft Words</b>          | Microsoft Word 2016 - Level 2 Advanced  | \$370.60           | \$436.00 | 2   |   |  |
| 43        | <b>Marketing</b>                                 | Effective Events Management   | \$722.70           | \$850.20 | 2   |   |   |
| 44        |  | Strategic Marketing for Competitive Advantage   | \$407.70           | \$479.60 | 1   |   |   |
| 45        |  | 3E in AI: Education, Elderly, and Environment   | \$407.70           | \$479.60 | 1   |   |   |
| 46        |  | DeepSeek AI: An Advanced and Cost-Effective Transformative AI to Build Intelligent Assistants | \$407.70           | \$479.60 | 1   |   |   |
| 47        | <b>Personal Effectiveness &amp; Productivity</b> | Boosting Productivity Through Mindset Change  | \$722.70           | \$850.20 | 2   |  |   |
| 48        |  | Effective Time and Stress Management at the Workplace   | \$407.70           | \$479.60 | 1   |   |   |
| 49        |  | Workplace Well-Being: Strategies For Preventing Burnout (Online)                              | \$407.70           | \$479.60 | 1   |   |   |
| 50        |  | Birds of Different Feathers can Flock Together  | \$407.70           | \$479.60 | 1   |   |   |
| 51        |  | Even Eagles Need a Push   | \$407.70           | \$479.60 | 1   |   |   |
| 52        | <b>Sales</b>                                     | Key Account Management  | \$722.70           | \$850.20 | 2   |  |   |
| 53        |  | Effective Negotiation Skills  | \$722.70           | \$850.20 | 2   |   |   |
| 54        |  | Negotiating For Results Masterclass   | \$722.70           | \$850.20 | 2   |   |   |
| 55        | <b>Service Excellence</b>                        | Exceptional Customer Service  | \$722.70           | \$850.20 | 2   |  |   |
| 56        |  | Handling Difficult Customers and Complaints   | \$722.70           | \$850.20 | 2   |   |   |
| 57        |  | Creating Win-Win Relationships with Internal and External Customers                           | \$722.70           | \$850.20 | 2   |   |   |
| 58        |  | Saying "No" Positively  | \$722.70           | \$850.20 | 2   |   |   |
| 59        |  | Managing Expectations of Internal and External Customers                                      | \$722.70           | \$850.20 | 2   |   |   |
| 60        | <b>Supervisory Management</b>                    | Team Management Skills  | \$722.70           | \$850.20 | 2   |  |   |
| 61        |  | Supervisory Skills for the New Supervisors  | \$722.70           | \$850.20 | 2   |   |   |
| 62        |  | Coaching & Mentoring Skills for Leaders & Managers  | \$722.70           | \$850.20 | 2   |   |   |
| 63        | <b>Team Leadership</b>                           | Effective Team Leadership   | \$722.70           | \$850.20 | 2   |  |   |
| 64        |  | Developing Frontline Leaders  | \$722.70           | \$850.20 | 2   |   |   |
| 65        | <b>Risk Management</b>                           | Applying Risk Framework in Practice (New)   | \$722.70           | \$850.20 | 2   |  |   |
| 66        |  | Designing Risk Management Blueprint (New)   | \$722.70           | \$850.20 | 2   |   |   |

All fees quoted are inclusive of GST. The amount illustrated is based on latest prevailing GST at 9%.  
The total amount payable will be changed accordingly.

## 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.

| Popular 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/<br>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                           |

**JOIN OUR  
MDC PROGRAMME NOW!**

*Get in Touch  
with us*





## OUR TESTIMONIALS



**“**Course is full of activities for me to participate in, making me less sleepy in class.  
The trainer was so friendly and explained all clearly.**”**

**From our Trainee: Grace Lee**  
Creating Win-Win Relationships with Internal and External Customers



**“**The course was well thought especially in the aread of Positive mindset thinking.  
The training will definitely help in my future job application.**”**

**From our Trainee: Ted Chan**  
Out-of-the-Box Thinking and Problem Solving with PRISM



**“**The training was Informative and practical.  
Trainer was patient and informative.**”**

**From our Trainee: Arumugam Pillay Nadarajan (Pillay)**  
EQ Skills for Team Leaders and Managers



**“**Dr Caroline is a very wonderful individual, very passionate, a great presenter and storyteller, and an empath.  
Fun yet insightful.**”**

**For our Trainer: Dr Caroline Dawson**  
Developing Personal Resilience



**“**The way the topics are delivered.  
Trainer's knowledge in conducting the course effectively and presented the course well.**”**

**For our Trainer: Wekie**  
Advanced Negotiation Skills



**“**Identification of burnout was clear.  
Very interactive and adapted to our workplace. Was able share ideas and learning techniques to manage stress.**”**

**For our Trainer: Clement**  
Workplace Well Being Strategies for Preventive Burnout



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*The Corporate Training Arm of MDIS*

### **Management Development and Consultancy (MDC)**

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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](http://www.mdc.edu.sg).

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