

# LEARN

## @SBF BUSINESS INSTITUTE

Jan - Jun 2025  
Training Calendar



### 4 FOCUS AREAS



**INTERNATIONALISATION /  
TRADE**



**DIGITALISATION**



**ENVIRONMENTAL, SOCIAL,  
AND GOVERNANCE**



**BUSINESS OPERATIONS**

**SSG FUNDED  
COURSES AVAILABLE**

**CUSTOMISED  
IN-HOUSE TRAINING**



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# Over 19,000 Participants Trained

Courses in 4 Focus Areas That Maximise  
Business Potential and Opportunities

Exclusive Member Rates

Guidance and Real-World  
Experience From Industry Experts

Flexibility of Modes

Tailored Training to your Needs\*

\*Customised Training Available



*"The confidence in the trainer and giving of very clear instructions helped  
make online learning a lot easier than I thought."*

- Manager from Consultancy Firm



*"Trainer is very experienced. Enjoyed his sessions and engagement with  
participants."*

- Manager from Wholesale Trade Company



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## Internationalisation / Trade

No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
<b>Business Management</b>						
1	Essential Skills & Competencies in Supply Chain Management	\$458.00	\$548.00	1 Day	Virtual	26 Mar
2	Digital Transformation of the Supply Chain	\$458.00	\$548.00	1 Day	Virtual	26 Mar
3	e-Commerce Markets & Trends in SE Asia	\$388.00	\$488.00	1/2 Day	Classroom	17 Jan
4	Blueprint for e-Commerce Success	\$468.00	\$568.00	1 Day	Classroom	26 Feb
5	Understanding Incoterms 2020	\$500.00	\$600.00	1 Day	Classroom	22 Jan   10 Feb   24 Mar   16 Apr
6	Understanding Letters of Credit: Effective Management on How to Apply and Negotiate	\$950.00	\$950.00	3 Days	Classroom	20, 21 Feb   11, 14 Apr
7	Managing Imports and Exports in International Trade	\$950.00	\$950.00	2 Days	Classroom	24, 25 Feb   23, 24 May
8	Understanding Sea Freight Forwarding	\$570.00	\$680.00	1 Day	Classroom	27 Feb   9 Apr
9	Understanding Risks and Frauds in International Trade	\$550.00	\$650.00	1 Day	Classroom	3 Mar
10	Navigating the Global Business Landscape	\$788.00	\$888.00	10 Hours	E-Learning	1, 15, 29 Jan   12, 26 Feb   12, 26 Mar   9, 23 Apr   7, 21 May   4, 18 Jun
11	Leading Across Cultures: Leadership, Management & Business Acumen in the International Market	\$788.00	\$888.00	10 Hours	E-Learning	1, 15, 29 Jan   12, 26 Feb   12, 26 Mar   9, 23 Apr   7, 21 May   4, 18 Jun
12	Setting Up Distribution Channels	\$788.00	\$888.00	10 Hours	E-Learning	22 Jan   19 Feb   19 Mar   16 Apr   18 May   11 Jun
13	Understanding the Digital Marketing Landscape & the Customer Funnel	\$788.00	\$888.00	10 Hours	E-Learning	22 Jan   19 Feb   19 Mar   16 Apr   18 May   11 Jun
14	Negotiation Skills	\$788.00	\$888.00	10 Hours	E-Learning	1, 15, 29 Jan   12, 26 Feb   12, 26 Mar   9, 23 Apr   7, 21 May   4, 18 Jun
15	E-commerce Strategy	\$338.00	\$438.00	7 Hours	E-Learning	Commence at trainee's own convenience. Trainee has 1 month to complete.
16	Distribution Channels	\$338.00	\$438.00	7 Hours	E-Learning	Commence at trainee's own convenience. Trainee has 1 month to complete.
17	Understanding Shipping Documents	\$570.00	\$680.00	1 Day	Classroom	20 Jan   27 Feb
<b>Legal &amp; Compliance</b>						
18	Venturing Into China: Practical Tips & Legal Considerations	\$548.00	\$648.00	1 Day	Classroom	12 Mar   15 May
19	Eyeing Asia: Investment Law in Vietnam	\$548.00	\$648.00	1/2 Day	Virtual	7 Jan
20	Eyeing Asia: Employment Law in Vietnam	\$268.00	\$378.00	1/2 Day	Virtual	11 Mar
21	Eyeing Asia: Investment Law in Malaysia	\$268.00	\$378.00	1/2 Day	Virtual	20 Jan
22	Eyeing Asia: Employment Law in Malaysia	\$268.00	\$378.00	1/2 Day	Virtual	21 Mar   29 Jun
23	Eyeing Asia: Investment Law in Indonesia	\$268.00	\$378.00	1/2 Day	Virtual	7 Apr   3 Jun
24	Eyeing Asia: Employment Law in Indonesia	\$268.00	\$378.00	1/2 Day	Virtual	17 Feb   5 May
25	Eyeing Asia: Investment Law in Thailand	\$268.00	\$378.00	1/2 Day	Virtual	17 Jan   8 May
26	Eyeing Asia: Employment Law in Thailand	\$268.00	\$378.00	1/2 Day	Classroom	20 Jan
27	Eyeing Asia: Investment Law in Philippines	\$268.00	\$378.00	1/2 Day	Virtual	14 Apr
28	Eyeing Asia: Employment Law in Philippines	\$268.00	\$378.00	1/2 Day	Virtual	21 Apr
29	Local Labour Laws & Practices	\$268.00	\$378.00	7 Hours	E-Learning	Commence at trainee's own convenience. Trainee has 1 month to complete.
30	Trade Investment Regulations & Incentives	\$338.00	\$438.00	7 Hours	E-Learning	Commence at trainee's own convenience. Trainee has 1 month to complete.
31	Taxation and Compliance Practices	\$338.00	\$438.00	7 Hours	E-Learning	Commence at trainee's own convenience. Trainee has 1 month to complete.
<b>Finance &amp; Accounting</b>						
32	Understanding Regional Transfer Pricing	\$570.00	\$680.00	1 Day	Classroom	10 Feb   26 Mar   8 May
33	Navigating Tax Compliance in China for Finance Professionals	\$310.00	\$400.00	1/2 Day	Classroom	14 Feb   11 Apr   13 Jun
34	Understanding ASEAN Tax Frameworks	\$310.00	\$400.00	1/2 Day	Classroom	22 May
<b>Environmental, Social And Governance (ESG)</b>						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
1	Driving Sustainable Procurement Across Supply Chain	\$558.00	\$658.00	1 Day	Classroom	7 Mar   5 May
2	Sustainability Reporting for Business - Benchmarks, Frameworks, Practices	\$558.00	\$658.00	1 Day	Classroom	10 Mar   14 May
3	Practical Guide to ESG & Sustainability - Managing Sustainability Risk	\$558.00	\$658.00	1 Day	Classroom	19 Mar   29 Apr
4	Managing ESG: From Strategy Planning to Integration	\$638.00	\$738.00	3 Days	Classroom	5, 6 Mar   21, 22 May
5	ESG: Legal Considerations, Implications & Best Practices	\$268.00	\$378.00	1/2 Day	Classroom	28 Mar
6	Integrating Sustainability with Profitability	\$435.00	\$540.00	1/2 Day	Classroom	21 Mar   19 Jun
7	Carbon Management Workshop	\$550.00	\$650.00	1 Day	Classroom	11 Apr
8	Masterclass on Sustainability for Senior Management	\$754.00	\$840.00	1/2 Day	Classroom	28 Mar   28 Apr   27 May   27 Jun

\*All information provided is correct at the time of printing and is subject to change without notice.

\*All prices are inclusive of 9% GST

Digitalisation						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
1	From Routine Processes to Smart Automation: Microsoft Power Automate (RPA)	\$1,260.00	\$1,360.00	2 Days	Classroom	20, 21 Jan   17, 18 Mar
2	Optimising ChatGPT for Creativity in Visual Design & Video Creation	\$426.00	\$538.00	1 Day	Classroom	26 Feb
3	Master Excel & Data Visualisation with Microsoft 365	\$826.00	\$938.00	2 Days	Classroom	18, 14 Mar   26, 27 May
4	Master Microsoft Power BI for Data Analytics	\$488.00	\$598.00	1 Day	Classroom	22 Apr   27 Jun
5	Master Power Query & Power Pivot with Microsoft 365	\$488.00	\$598.00	1 Day	Classroom	8 Apr   12 Jun
6	Microsoft Copilot for Work Transformation & Business Efficiency	\$598.00	\$708.00	1/2 Day	Classroom	20 Feb
7	Practical Applications of Generative AI for Corporate Professionals	\$698.00	\$808.00	1 Day	Classroom	25 Feb   23 Apr   25 Jun
8	Harness Generative AI to Accelerate Sales Growth (For Sales & Business Development)	\$726.00	\$838.00	1 Day	Classroom	6 Mar
9	Engage Customer Impact with Generative AI (For Marketing & Communication)	\$726.00	\$838.00	1 Day	Classroom	18 Mar
10	Harness the Power of ChatGPT and MBW Thinking to Transform your Presentation	\$381.50	\$493.50	1/2 Day	Classroom	18 Mar   18 Apr   18 May   18 Jun
Business Operations						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
Business Management						
1	Successful Selling Skills	\$430.00	\$550.00	1 Day	Classroom	26 Feb
2	International Business Negotiation Skills	\$430.00	\$550.00	1 Day	Classroom	14 Feb   15 Apr   11 Jun
3	Successful Networking Skills	\$310.00	\$450.00	1/2 Day	Classroom	21 Mar   20 Jun
4	Anti-Money Laundering Governance: Risks to Look Out For	\$327.00	\$450.00	1/2 Day	Classroom	16 Mar   6 Jun
5	Understanding HR Management and Complexities in China	\$310.00	\$450.00	1/2 Day	Classroom	17 Feb   15 Apr   17 Jun
6	Grow your Business through Service Excellence	\$430.00	\$550.00	1 Day	Classroom	17 Feb   7 Apr
7	Practical Guide to Winning Public Sector Tenders (SBB2)	\$381.50	\$493.50	1 Day	Classroom	5, 19 Mar   10 Apr   15 May   15 Jun
8	Masterclass on COMPASS: Gain Insights into the New Framework and Other Work Pass Changes	\$200.00	\$300.00	1/2 Day	Classroom	11 Feb   13 Mar   8 Apr   9 May   10 Jun
9	AI-Powered Digital Marketing	\$850.20	\$950.20	2 Days	Classroom	8, 6 Mar
10	Storytelling for Leaders: Craft Compelling Stories for Impact [Virtual Learning]	\$300.00	\$400.00	2 Hours	E-Learning	26 Feb
11	Storytelling for Leaders: Craft Compelling Stories for Impact [1-day Workshop]	\$526.65	\$746.65	1 Day	Classroom	18 Mar
12	Influencing for Leaders: Master Persuasion & Build High-Impact Relationships [Virtual Learning]	\$300.00	\$400.00	2 Hours	E-Learning	26 Feb
13	Influencing for Leaders: Master Persuasion & Build High-Impact Relationships [1-day Workshop]	\$526.65	\$746.65	1 Day	Classroom	29 Mar
14	Leading Engaged Teams for High Performance [Virtual Learning]	\$300.00	\$400.00	2 Hours	E-Learning	21 Feb
15	Leading Engaged Teams for High Performance [1-day Workshop]	\$526.65	\$746.65	1 Day	Classroom	24 Mar
16	Building Psychologically Safe Teams [Virtual Learning]	\$300.00	\$400.00	2 Hours	E-Learning	27 Feb
17	Building Psychologically Safe Teams [1-day Workshop]	\$526.65	\$746.65	1 Day	Classroom	27 Mar
18	Talent-Ready Employer: Build Your Blueprint for Employee Success	\$380.00	\$480.00	1 Day	Classroom	21 Feb   20 Mar   22 Apr   20 May   26 Jun
19	Workplace Fairness Legislation	TBA	TBA	1/2 Day	Classroom	8, 24 Apr
Finance						
20	Effective Cashflow Management, Budgeting & Analysis	\$488.00	\$598.00	1 Day	Classroom	23 May
21	Strategy for Developing Effective Costing & Budgeting Management	\$488.00	\$598.00	1 Day	Classroom	7 Mar
22	Effective Foreign Currency Management	\$488.00	\$598.00	1 Day	Classroom	18 Apr
23	Measuring & Analysing Financial KPIs From Business Perspective	\$488.00	\$598.00	1 Day	Classroom	27 Feb
24	Finance Essentials - Investing & Financing Fundamentals	\$488.00	\$598.00	1 Day	Classroom	27 Jun
25	Managing GST Effectively for Businesses	\$430.00	\$550.00	1 Day	Classroom	11 Feb   20 Mar   29 May
26	Corporate Tax Planning: Maximising Tax Benefits	\$430.00	\$550.00	1 Day	Classroom	18 Feb   7 Apr   20 May
27	GST Schemes & Controls: GST Schemes including Major Exporter Schemes	\$310.00	\$450.00	1/2 Day	Classroom	21 Feb
28	Unravelling Financial Statements for Better Decision Making	\$430.00	\$550.00	1 Day	Classroom	29 Mar
29	GST Schemes & Controls: How to Revalue Your GST Returns	\$310.00	\$450.00	1/2 Day	Classroom	14 Feb   14 Mar
30	Masterclass on Payroll & HR Administration	\$336.00	\$536.00	1 Day	Classroom	18 Feb   10 Mar   17 Apr   16 May   16 Jun
31	Masterclass: IRAS Year-End Reporting	\$488.00	\$588.00	1 Day	Classroom	9 Jun   6 Feb
Legal and Compliance						
32	Safeguarding Personal Data For Businesses: Key Obligations & New Amendments	\$358.00	\$378.00	1/2 Day	Classroom	16 Apr
33	Essential Contract Law for Non-Legal Professionals	\$498.00	\$608.00	1 Day	Classroom	24 Mar
34	Overview of Employment Law in Singapore, Workplace Discrimination & Harassment	\$498.00	\$608.00	1 Day	Classroom	10 Mar
35	Strategic Growth through Mergers & Acquisitions (M&A)	\$238.00	\$338.00	1/2 Day	Classroom	18 Feb
36	Navigating Key Contractual Issues & Terms in Employment Agreements	\$388.00	\$498.00	1/2 Day	Classroom	25 Feb
37	Grievance Handling & Management for HR Professionals	\$388.00	\$498.00	1/2 Day	Classroom	14 Jun   25 Mar
38	Fair Tenancy Legislation for Retail Businesses	\$358.00	\$378.00	1/2 Day	Classroom	3 Mar
39	Occupational Employment Dataset - Progressive Wage Model	\$188.00	\$288.00	1/2 Day	Classroom	7 Jun   6 Mar   6 Apr   5 May   6 Jun



**CCP@SBF**

## Benefits

- Address Skills Gaps
- Increased Retention
- Diverse Talent Pool
- Skills Adaption

- Human Capital Professionals
- Professional Executives
- Overseas Markets Immersion Programme
- SME Professionals
- Sustainability Professionals
- Wholesale Trade Professionals & Associates

**Transform  
Talents with  
CCP@SBF**

**Receive up to 90%  
Salary Support**



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## Transform Talents with CCP@SBF

RECEIVE UP TO 90% SALARY SUPPORT



### **Overseas Markets Immersion Programme**

Supporting companies looking to upskill talent for overseas markets. Support up to 9 months covering allowances and salary.



### **Human Capital Professionals**

Empower transition or transformation with HR PMETS



### **Professional Executives**

Empower PMETs to adopt 1 digital skill competency.



### **SME Professionals**

Empower PMETs to reskill and seamlessly transition into new roles within the dynamic landscape of SMEs.



### **Sustainability Professionals**

Embracing sustainability-focused changes transition



### **Wholesale Trade Professionals & Associates**

Assist businesses operating in wholesale trade or engaging in wholesale activities to train and enhance the skills of their workforce.