

TRAINING CALENDAR Jan 2007 - Dec 2007

(Academic and Corporate Learning Programme)

9 in 10 HR professionals view SHRI as a professional body that delivers quality Certificate, Diploma, Degree and Post-Graduate programmes.

Source: Findings from a survey conducted by SHRI on HR practitioners' views on educational qualifications

"I've always wanted to pursue a degree, but there aren't many good HR degree programmes around," said Shi Lei, a HR and admin executive. She wanted to major in something that would help advance her career, so she went to SHRI as "it is the only professional HR authority in Singapore"

*Wang Shi Lei
Graduate of Bachelor of Commerce
(Management and Human Resource Management)
administered by SHRI*

"We have gathered positive feedback from the participants who commented on the effectiveness of your training and are delighted that they can effectively apply their learning to their work as well as their personal lives. They have benefited from the training with SHRI and we would like to commend SHRI for its expertise and commitment in meeting our training objectives"

*Learning & Organisation Development
Singapore Telecommunications Limited*

"With a good balance of coverage from both practical and theoretical aspects, the GDHCM is a valuable course which gave me a whole picture of the HR function. I will definitely recommend this course to HR peers and practitioners in the industry"

Margaret Gu, HR Manager of Whirlpool

**SHRI School of Human Capital Management | SHRI School of Business
SHRI Corporate Learning and Consultancy Hub**

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SHRI School of Financial Services & Risk Management

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ENABLING HUMAN CAPITAL DEVELOPMENT @ SHRI

SINGAPORE **human resources** INSTITUTE

Reinvent yourself • Expand your knowledge • Build new skills
Sustain your competitive edge • Ensure your employability •
Contribute to your career fulfillment •
Increase your value - with SHRI programmes
You are worth the investment!

Singapore Human Resources Institute (SHRI) is a not-for-profit professional organisation representing some 3,000 human resource professionals. Founded in 1965, SHRI is committed to promulgating sound, effective and appropriate human resource practices. It is dedicated to promoting and maintaining high standards of professionalism in human resource management and development. An active player in the regional HR scene, SHRI is the elected Secretary General and Treasurer of the World Federation of Personnel Management Associations (WFPMA), and member of the Asia Pacific Federation of HRM (APFHRM) representing the APFHRM globally in the WFPMA. Through collaborations with professional organisations and Institutions of higher learning, SHRI continues to impact the HR profession, helping to mould the Nation's human capital to world-class standards.

SHRI organises various events such as dialogue sessions, forums, seminars and conferences to give members ample opportunities to network and keep abreast of current HR issues and government policies. Its close alliance with both international and regional HR Institutes enables the Institute to keep up with the latest in global HR trends and development. With our excellent track record of helping HR practitioners and organisations manage, influence, and build people for the last 40 years, SHRI continues to work in tandem with Singapore's transformation to a knowledge economy and its workforce to a globally competitive one.

SHRI Academy

To excel in an increasingly competitive and knowledge-driven business world, SHRI continues to foster a learning culture that will ensure the development of a comprehensive training and education curriculum that is constantly upgraded. The Institute offers a diversified range of academic programmes under its academic arm - SHRI Academy. The range of programmes caters to students with different educational backgrounds and career aspirations. Given its high academic standard and professionalism, SHRI's programmes and certification are well recognised and widely accepted. SHRI's portfolio of degree programmes with Curtin University of Technology (Western Australia) and Macquarie University (Sydney) continues to be in demand.

The SHRI Academy offers varied programmes on / pertaining to HR, business and financial services, from basic certificate to master degree levels under its three Schools, namely - the SHRI School of Human Capital Management, the SHRI School of Financial Services & Risk Management, and the SHRI School of Business.

For more details, email SHRIacademy@shri.org.sg, or visit our office for a free consultation on your professional development needs. Our friendly programme executives will be happy to assist you.



- At SHRI Academy, we offer programmes in:
- Human Resource Management/Development
 - Compensation & Benefits Management
 - Psychology & Counselling
 - Supervisory & People Relations
 - Business & Management
 - Environmental, Safety & Health Management
 - Banking & Finance
 - Investment
 - Risk Management



School of Human Capital Management

SHRI also offers a wide range of workshops and programmes focusing on personal and professional development in areas of communication and interpersonal skills, self-improvement, general management and customer service under its corporate learning arm - Corporate Learning & Consultancy Hub. Theoretical concepts are supplemented with exercises, discussions, role-plays and case studies that help in transferring learning back to the workplace.

The Corporate Learning & Consultancy Hub can assist your organisation to relate training to your bottom-line. We work closely with HR professionals, training facilitators and business heads to evaluate training's ROI to deliver carefully designed workshops, seminars and customised trainings. We design our curriculum to inform and update on trends and issues relating to human resource management and development.

We can also assist your organisation in establishing and implementing systematic HR procedures and processes so that you can enjoy the benefits of higher retention and attraction rates, and maintain high motivation rates among your employees.

Through collaborations with a global network of consultants, practitioners and trainers, SHRI can effectively blend training and consulting services to deliver complete, integrated and holistic solutions to meet your corporate and people development needs.

For more details, email corporatelearning@shri.org.sg or visit our office for a free consultation on your professional development needs. Our friendly programme executives will be happy to assist you.

SHRI Corporate Learning & Consultancy Hub

- Professional Skills
- Human Capital Management/ Development
- Human Capital (Legislation)
- Soft Skills
- Communication & Interpersonal Skills
- General Management
- Customer Services
- Consultancy Services



School of Financial Services & Risk Management

School of Human Capital Management

Title	Status	Course Fee		Training Hour/Month	Intakes 2007											
		(Before SDF) (SHRI Member/Non-Member)	(After 80% or S\$8/hr SDF) (SHRI Member/Non-Member)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Human Resource Management																
Basic Certificate in Human Resource Management	SDF	S\$766.50 (M)/S\$892.50 (NM)	S\$334.50 (M)/S\$460.50 (NM)	54	67			68	61	69		70		71		
Certificate in Human Resource Management	SDF	S\$1470.00	S\$350.00	156	60			62		62		63		63		
Diploma in Business and Human Resource Management (PT)	SDF	S\$3465.00	S\$825.00	366	61		62			63		64			65	
Diploma in Business and Human Resource Management (FT)	SDF	S\$3465.00	S\$825.00	366	22		23			24		25		26	27	
Graduate Diploma in Human Capital Management		S\$2310.00	NA	180	42,45					44,47				46,49		
BCOM (Management & Human Resource Management)		A\$1310.00 per unit	NA	24 months			16					17			18	
Master of Human Resources		A\$1400.00 per unit	NA	24 months			24					25			26	
Human Resource Development																
Graduate Diploma in Training & Development		S\$2625.00	NA	165		17		18		19			20	21		
Compensation and Benefits Management																
Certificate in Payroll Administration	SDF	S\$819.00 (M)/S\$945.00 (NM)	S\$719.00 (M)/S\$845.00 (NM)	40	12		13			14				15		
Professional Certificate in Compensation and Benefits Management	SDF (SME)	S\$1995.00 (M)/S\$2467.50 (NM)	*S\$1163.00 (M)/S\$1635.50 (NM)	104		26				27						
Diploma in Compensation and Benefits Management	SDF (SME)	S\$2310.00	*S\$846.00	183					9					10		
Supervisory and People Relations																
Professional Basic Certificate in People / Supervisory Skills	SDF	S\$766.50 (M)/S\$892.50 (NM)	S\$334.50 (M)/S\$460.50 (NM)	54												
Professional Certificate in People / Supervisory Skills	SDF	S\$1470.00	S\$510.00	120												
Professional Diploma in People Management	SDF	S\$3465.00	S\$825.00	363												
Certificate in Customer Service Delivery Skills	SDF	S\$819.00		40												
Advanced Certificate in Customer Relationship Management	SDF	S\$1050.00		40												
Psychology & Counselling																
Certificate in Applied Psychology	SDF	S\$1470.00 (M)/S\$1680.00 (NM)	S\$990.00 (M)/S\$1200.00 (NM)	60	30		31		32			33		34		
Advanced Certificate in Applied Psychology	SDF	S\$2940.00	S\$1740.00	60	3		4		5		6		7		8	
Diploma in Applied Psychology	SDF	S\$4998.00 (M)/S\$5208.00 (NM)	S\$3318.00 (M)/S\$3528.00 (NM)	240				2								
Environmental, Safety and Health																
Diploma in Environmental, Safety and Health Management	SDF	S\$2625.00	S\$1185.00	180	17			18	19		20			21	22	

*SDF training assistance pre-approved for SMEs only.

School of Financial Services & Risk Management

Title	Status	Course Fee		Training Hour/Month	Intakes 2007											
		(Before SDF) (SHRI Member/Non-Member)	(After 80% or S\$8/hr SDF) (SHRI Member/Non-Member)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Certificate in Financial Services	SDF	Part 1 - S\$1134.00/Part 2 - S\$1134.00	Part 1 - S\$270.00/Part 2 - S\$270.00	216		11						12				
Skills Certification for the Financial Services Industry	SDF	S\$1181.25 (M)/S\$1443.75 (NM)	S\$381.25 (M)/S\$643.75 (NM)	100		8						9				
Diploma in Investment	SDF	Part 1 - S\$1417.50/Part 2 - S\$1417.50	Part 1 - S\$337.50/Part 2 - S\$337.50	270	10							11				
Diploma in Banking & Finance	SDF	Part 1 - S\$945.00/Part 2 - S\$945.00/ Part 3 - S\$945.00/Part 4 - S\$1417.50	Part 1 - S\$225.00/Part 2 - S\$225.00/ Part 3 - S\$225.00/Part 4 - S\$337.50	405	11							12				
Graduate Diploma in Financial Management	SDF	S\$2760.00	NA	24 months		1										
BCOM (Finance & Management)		A\$1310.00 per unit	NA	24 months			1						2		3	
BCOM (Banking & Finance)		A\$1310.00 per unit	NA	24 months			1						2		3	
Master of Applied Finance		S\$24,800 for entire programme	NA	24 months	17											

*SDF Funding subject to change w.e.f. 1 April 2007

M=Members NM=Non-Members

SHRI CORPORATE LEARNING TRAINING CALENDAR

Code	Human Resources Management	Dates for 2007												SHRI Member	SHRI Corp Friend	Non-Member	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
HRM 101	A Practical Approach to Payroll Administration	11-12		15-16	17-18	19-20			20-21		19-20				\$S315.00	\$S336.00	\$S380.00
HRM 102	How to be Competent in the Employment Act	22-23		12-13	14-15	16-17			10-11		5-6				\$S588.00	\$S630.00	\$S685.00
HRM 104	Coaching & Mentoring		15-16		2-3		4-5		1-2		1-2				\$S588.00	\$S630.00	\$S685.00
HRM 105	Developing Effective Employee Handbook														\$S294.00	\$S336.00	\$S361.00
HRM 108	How to Conduct An Effective Performance Appraisal Discussion			1-2	3-4	2-3			3-4		1-2				\$S588.00	\$S630.00	\$S685.00
HRM 110	Interview and Selection	11-12		5-6	7-8	5-6			6-7			6-7			\$S588.00	\$S630.00	\$S685.00
HRM 111	Overview of Human Resource Management		12-13		9-10	12-13			27-28		18-19		3-4		\$S588.00	\$S630.00	\$S685.00
HRM 113	Basic Counselling Skills for HRPs														\$S525.00	\$S546.00	\$S584.00
HRM 115	Implementing and Evaluating Work-Life Strategy		6-7		7-8			23-24		1-2	1-2				\$S250.00	\$S290.00	\$S320.00
HRM 117	The Mentoring Manager	29-30			3-4	2-3			15		1-2				\$S600.00	\$S650.00	\$S720.00
HRM 121	Key Performance Indicator		7		23						14				\$S270.00	\$S310.00	\$S375.00
HRM 122	People Developer Standard Training and Preparation for Assessment			1-2		7-8				6-7					\$S260.00	\$S295.00	\$S350.00
HRM 124	Therapeutic Counselling Skills				19-20				2-3						\$S483.00	\$S507.00	\$S584.00
HRM 125	Solutions Focus Coaching		5-6		23-24				27-28						\$S688.00	\$S630.00	\$S685.00
General Management																	
GMM 100	Effective Supervisory Management		14-15		10-11	11-12				16-17		11-12			\$S462.00	\$S504.00	\$S539.00
GMM 101	The Competent Supervisor		8-9		3-4	2-3			2-3		19-20				\$S600.00	\$S650.00	\$S720.00
GMM 103	Demystifying Finance for Non-Finance Managers				21-22										\$S700.00	\$S750.00	\$S790.00
GMM 107	Memory Recall			20		22		3		5		7			\$S235.00	\$S255.00	\$S275.00
GMM 112	Taking Charge of your Career		26-27					6-7			5-6				\$S378.00	\$S420.00	\$S483.00
GMM 114	Emotional Continuity Planning: Implementing Psychological First Aid											22-23			\$S450.00	\$S500.00	\$S546.00
GMM 115	How to Think SMART and THINK Fast														\$S378.00	\$S420.00	\$S483.00
GMM 116	Managing Successful Change - How to Create a Buy-In	31-1			24-25	4-5				3-4					\$S560.00	\$S610.00	\$S680.00
GMM 117	Conflict Management		12-13		14-15						22-23				\$S560.00	\$S610.00	\$S650.00
GMM 118	Basic Facilitation: How to Get the Most Out of a Business Discussion			2-3		30-31			26-27						\$S600.00	\$S650.00	\$S720.00
Human Resource Development																	
HRD 102	Train the Trainer			14-16				15-17			28-30				\$S525.00	\$S588.00	\$S655.20
HRD 103	Successful Orientation			30		27			10						\$S266.70	\$S293.00	\$S325.50
HRD 107	Training Needs Analysis			13					10						\$S266.70	\$S293.00	\$S359.00
HRD 106	Developing Managers - Chance or Choice ?														\$421.00	\$S463.00	\$S539.00
HRD 109	Training Mastery with ALT		26-27		7-8				20-21		27-28				\$421.00	\$S463.00	\$S539.00
Customer Services																	
CS 101	Handling Challenging Customers		28		30			10		20					\$S266.70	\$S293.00	\$S325.50
CS 103	Service Essentials To Keep Customers Happy			16-17		23-24				29-30					\$S350.00	\$S400.00	\$S455.00
CS 104	Managing Service on the Frontline		26-27		21-22			13-14			12-13				\$S350.00	\$S400.00	\$S455.00
Communication & Interpersonal Skills																	
CIS 101	Assertiveness Skills for Work Success Techniques	25		24		25		13-14		4-5		21	10-11		\$S235.00	\$S255.00	\$S275.00
CIS 104	Impact Communications-Clear & Concise Writing		1-2		11-12	7-8									\$S428.00	\$S470.00	\$S539.70
CIS 105	Negotiation Skills	23-24		12-13		12-13				4-5					\$S350.00	\$S385.00	\$S495.00
CIS 107	The Ways to Deal with Difficult People			19-20		6-7				3-4					\$S399.00	\$S420.00	\$S495.00
CIS 108	Effective Presentation Skills			26-27											\$S600.00	\$S650.00	\$S690.00
CIS 109	Writing Skills for HRPs	29-30			21-22			20-21				3-4			\$S428.00	\$S470.00	\$S545.00
CIS 111	Reducing Stress at Workplace			26-27		12-13				25-26					\$S378.00	\$S420.00	\$S495.00
CIS 112	Telephone Techniques		28		4	14		15		17					\$S168.00	\$S189.00	\$S231.00
CIS 113	Power Negotiation for Sales & Marketing Professionals	22-23		23-24		18-19				11					\$S462.00	\$S504.00	\$S539.00
CIS 114	Effective Communication using NLP		13			25		22		15					\$S250.00	\$S280.00	\$S320.00
CIS 117	The Power of Body Language in Interpersonal Communication		1-2		3-4			16-17		18-19					\$S390.00	\$S440.00	\$S480.00
CIS 118	Planning and Writing Technical Reports		15-16		16-17		9-10			8-9					\$S320.00	\$S370.00	\$S420.00
CIS 122	Project a Professional Corporate Image		16		17	24				23					\$S320.00	\$S350.00	\$S370.00
CIS 123	Using EQ to Manage Difficult Staff and Customers			20		28		21							\$S215.00	\$S235.00	\$S300.00
CIS 124	EQ What Really It is		21									29	4		\$S400.00	\$S450.00	\$S483.00
CIS 126	Mastering Interpersonal Relationship to Succeed in Workplace		7			20							5		\$S220.00	\$S240.00	\$S300.00
CIS 127	Cross-Cultural Communications		8			1							5		\$S350.00	\$S385.00	\$S420.00

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ESS Modules

Operations, Supervisory & Managerial Levels
Communication and Relationship Management (CRM) | Initiative and Enterprise (IE) | Personal Effectiveness (PE) | Problem Solving and Decision Making (PSDM)

Supervisory & Managerial Levels
Learning and Personal Development (LPD)

Operations Level
Workplace Safety and Health (WSH)

For more information on ESS modules, please contact Ms Audrey Tan at (65) 6438 0012 or email audrey.tan@shri.org.sg

*Information is correct at the time of print. Fees are subject to prevailing GST rate.