

Training Calendar Jan - Jun 2026

In 2026, SBF Business Institute has aligned the four focus areas to SBF's Six Action Agendas to deliver greater relevance and impact.

SBF's Six Action Agendas

- Scaled Internationally
- Skills-Empowered
- Smart-Enabled
- Sustainability-Centric
- Socially Impactful
- Synergistic TACs



Scan to access the
training programme list

Evolving for Greater Impact: From Four Focus Areas to Six Action Agendas



In 2026, our training workshops are aligned with SBF's Six Action Agendas – driving transformation through internationalisation, skills development, digital enablement, sustainability, social impact, and synergy.



Scaled Internationally

Helps businesses access new markets, diversify revenue streams, and build resilience through global expansion strategies



Skills-Empowered

Strengthens capabilities by developing leadership, customer engagement, and operational excellence for sustainable growth



Sustainability-Centric

Positions businesses for long-term success by embedding ESG principles and sustainable practices into business operations



Smart-Enabled

Accelerates digital transformation, enabling businesses to leverage technology for efficiency, data-driven decisions, and competitive advantage



Socially Impactful

Enhances brand reputation and stakeholder trust through inclusive practices and community engagement initiatives



Synergistic TACs

Fosters collaboration and shared resources through partnerships with Trade Associations and Chambers, amplifying collective impact.

| No. | Programmes | Member | Non-Member | Duration | Delivery Mode | Course Date | | | | | |
|-------------------------------|---|----------|------------|----------|---------------|--|------------|------------|------------|------------|------------|
| Business Management | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 1 | Understanding Incoterms 2020 | \$520.00 | \$738.00 | 1 Day | Classroom | 22 | 27 | 30 | 27 | 22 | 25 |
| 2 | Understanding Letters of Credit: Effective Management on How to Apply and Negotiate | \$870.00 | \$1,524.00 | 2 Days | Classroom | 26 and 27 | | 26 and 27 | | 14 and 15 | |
| 3 | Managing Imports and Exports in International Trade | \$870.00 | \$1,524.00 | 2 Days | Classroom | | 24 and 25 | | 23 and 24 | | 29 and 30 |
| 4 | Understanding Sea Freight Forwarding | \$590.00 | \$818.00 | 1 Day | Classroom | | 10 | | | 19 | |
| 5 | Understanding Risks and Frauds in International Trade | \$350.00 | \$482.00 | 1/2 Day | Classroom | 29 | | | 30 | | 19 |
| 6 | Understanding the Do's and Dont's of Shipping Documentation | \$755.00 | \$1,046.00 | 1 Day | Classroom | | 6 | | | 25 | |
| 7 | FTA: Tariff Finder Workshop | \$185.00 | \$251.00 | 1/2 Day | Classroom | 30 | | | 24 | | |
| 8 | FTA: Manufacturing Cost Statement Workshop | \$185.00 | \$251.00 | 1/2 Day | Classroom | | 20 | | | 22 | |
| 9 | Harmonized Classification System | \$350.00 | \$482.00 | 1/2 Day | Classroom | | 6 | | 3 | | |
| 10 | Navigating the Global Business Landscape | \$788.00 | \$888.00 | 10 Hours | E-Learning | 8 | 5 | 5 | 2 or 30 | 28 | 25 |
| 11 | Leading Across Cultures: Leadership, Management & Business Acumen in the International Market | \$788.00 | \$888.00 | 10 Hours | E-Learning | 1 or 15 or 29 | 12 or 26 | 12 or 26 | 9 or 3 | 7 or 21 | 4 or 18 |
| 12 | Setting Up Distribution Channels | \$788.00 | \$888.00 | 10 Hours | E-Learning | 22 | 19 | 19 | 16 | 14 | 11 |
| 13 | Understanding the Digital Marketing Landscape & the Customer Funnel | \$788.00 | \$888.00 | 10 Hours | E-Learning | 22 | 19 | 19 | 16 | 14 | 11 |
| 14 | Negotiation Skills | \$788.00 | \$888.00 | 10 Hours | E-Learning | 1 or 15 or 29 | 12 or 26 | 12 or 26 | 9 or 3 | 7 or 21 | 4 or 18 |
| 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. | | | | | |
| Finance and Accounting | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 17 | Understanding Regional Transfer Pricing | \$590.00 | \$818.00 | 1 Day | Classroom | 20 | | | 21 | | 16 |
| 18 | Navigating Tax Compliance in China for Finance Professionals | \$350.00 | \$482.00 | 1/2 Day | Classroom | | 20 | | | 22 | |
| 19 | Understanding ASEAN Tax Frameworks | \$350.00 | \$482.00 | 1/2 Day | Classroom | | 24 | | | 5 | |
| Legal & Compliance | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 20 | Eyeing Asia : Investment Law In Vietnam | \$298.00 | \$498.00 | 1/2 Day | Virtual | | 6 | | | | 12 |
| 21 | Eyeing Asia : Employment Law In Vietnam | \$298.00 | \$498.00 | 1/2 Day | Virtual | | 9 | | | | 15 |
| 22 | Eyeing Asia : Investment Law In Malaysia | \$298.00 | \$498.00 | 1/2 Day | Virtual | 23 | | | | 19 | |
| 23 | Eyeing Asia : Employment Law In Malaysia | \$298.00 | \$498.00 | 1/2 Day | Virtual | 26 | | | | 20 | |
| 24 | Eyeing Asia : Investment Law In Indonesia | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | 17 | | | |
| 25 | Eyeing Asia : Employment Law In Indonesia | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | 18 | | | |
| 26 | Eyeing Asia : Investment Law In Thailand | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | | 10 | | |
| 27 | Eyeing Asia : Employment Law In Thailand | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | | 13 | | |
| 28 | Eyeing Asia : Investment Law In Philippines | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | | | 11 | |
| 29 | Eyeing Asia : Employment Law In Philippines | \$298.00 | \$498.00 | 1/2 Day | Virtual | | | | | 12 | |
| 30 | Local Labour Laws & Practices | \$338.00 | \$438.00 | 7 hours | E-Learning | Commence at trainee's own convenience. Trainee has 1 month to complete. | | | | | |
| 31 | Trade Investment Regulations & Incentives | \$338.00 | \$438.00 | 7 hours | E-Learning | Commence at trainee's own convenience. Trainee has 1 month to complete. | | | | | |
| 32 | Taxation and Compliance Practices | \$338.00 | \$438.00 | 7 hours | E-Learning | Commence at trainee's own convenience. Trainee has 1 month to complete. | | | | | |
| 33 | Managing Legal Risks in Foreign Direct Investment | \$788.00 | \$888.00 | 10 Hours | E-Learning | | 11 | | | 6 | |



Smart-Enabled

Workshop designed to accelerate digital transformation

| No. | Programmes | Member | Non-Member | Duration | Delivery Mode | Course Date | | | | | |
|---------------------|---|------------|------------|----------|---------------|-------------|-----|-----|-------|-----|-----|
| Business Management | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 1 | Master Excel & Data Visualisation with Microsoft 365 | \$928.00 | \$1,298.00 | 2 Days | Classroom | 26,27 | | | 13,14 | | |
| 2 | Master Microsoft Power BI For Data Analytics | \$528.00 | \$728.00 | 1 Day | Classroom | | | | 24 | | 26 |
| 3 | Master Power Query & Power Pivot with Microsoft 365 | \$528.00 | \$728.00 | 1 Day | Classroom | | | 26 | | 8 | |
| 4 | Driving Workplace Productivity & Creativity with Generative AI : Practical Tools, Trends, Techniques | \$1,128.00 | \$1,578.00 | 2 Days | Classroom | | 6 | | 21 | | |
| 5 | Optimising ChatGPT's Creative Capabilities for Visual Design & Video Creation | \$558.00 | \$758.00 | 1 Day | Classroom | | 6 | | 21 | | |
| 6 | Harnessing Generative AI For Sales Performance & Success (for Sales & Business Development Professionals) | \$728.00 | \$1,018.00 | 1 Day | Classroom | 20 | | 18 | | | |
| 7 | Applying AI In Finance : Enhancing Efficiency Through Financial Spreadsheet Automation (for Finance & Accounting Professionals) | \$728.00 | \$1,018.00 | 1 Day | Classroom | | | | 7 | | |
| 8 | Amplify Customer Impact with Generative AI (for Marketing & Communication Professionals) | \$728.00 | \$1,018.00 | 1 Day | Classroom | | | | 9 | | |
| 9 | Transforming Business Workflows with Agentic AI : From Manual To Autonomous | \$728.00 | \$1,018.00 | 1 Day | Classroom | 30 | | | | | |
| 10 | Digital Defense Bootcamp: Threats, Trends, and the Business Defence Roadmap | \$350.00 | \$550.00 | 1/2 Day | Classroom | | 3 | | | | |
| 11 | Introduction to AI | \$788.00 | \$888.00 | 16 Hours | E-Learning | 21 | 18 | 18 | | | |
| 12 | Knowledge-Based AI Technologies | \$788.00 | \$888.00 | 17 Hours | E-Learning | 21 | 18 | 18 | | | |
| 13 | Strategic Implementation of AI Systems | \$788.00 | \$888.00 | 18 Hours | E-Learning | 21 | 18 | 18 | | | |
| 14 | Generative AI: Capabilities and Compromises | \$788.00 | \$888.00 | 19 Hours | E-Learning | 21 | 18 | 18 | 15 | 13 | 10 |
| 15 | Generative AI for Written Communication | \$788.00 | \$888.00 | 20 Hours | E-Learning | 28 | 25 | 25 | 22 | 20 | 17 |
| 16 | Generative and Agentic AI | \$788.00 | \$888.00 | 21 Hours | E-Learning | 7 | 4 | 4 | 1 | 27 | 24 |
| 17 | AI and Digital Technology: Opportunities and Pitfalls | \$788.00 | \$888.00 | 22 Hours | E-Learning | 28 | | 11 | 22 | | 3 |
| 18 | Digital Platform Strategy | \$788.00 | \$888.00 | 11 Hours | E-Learning | 14 | 11 | 11 | 8 | 6 | 3 |
| 19 | Identifying New Business Models Enabled by AI | \$788.00 | \$888.00 | 23 Hours | E-Learning | 28 | | 11 | 22 | | 3 |
| Marketing | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 20 | Digital Transformation in Marketing | \$788.00 | \$888.00 | 13 Hours | E-Learning | 21 | 18 | 18 | 15 | 13 | 10 |
| 21 | Implementing an Integrated Digital Marketing Plan | \$788.00 | \$888.00 | 25 Hours | E-Learning | 7 | 4 | 4 | 1 | 27 | 24 |
| 22 | Social Media Strategy | \$788.00 | \$888.00 | 26 Hours | E-Learning | 7 | 4 | 4 | 1 | 27 | 24 |
| 23 | Using Data for Positioning Brands | \$788.00 | \$888.00 | 12 Hours | E-Learning | 21 | | 4 | 15 | 27 | |
| 24 | Growth Marketing with AI | \$788.00 | \$888.00 | 14 Hours | E-Learning | 21 | | 18 | | 13 | |
| 25 | Assessing Opportunities in Paid Digital Media | \$788.00 | \$888.00 | 24 Hours | E-Learning | 7 | 4 | 4 | 1 | 27 | 24 |



Sustainability-Centric

Workshop designed to support adoption of ESG (Environmental, Social, Governance) principles

| No. | Programmes | Member | Non-Member | Duration | Delivery Mode | Course Date | | | | | |
|---------------------|---|----------|------------|----------|---------------|-------------|-----|-----|-------|-----|-----|
| Business Management | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 1 | ESG : Legal Considerations, Implications & Best Practices | \$388.00 | \$588.00 | 1/2 Day | Classroom | | | 16 | | | |
| 2 | Driving Sustainable Procurement Across Supply Chain | \$558.00 | \$758.00 | 1 Day | Classroom | | | 9 | | | |
| 3 | Sustainability Reporting For Businesses : Benchmarks, Frameworks, Practices | \$558.00 | \$758.00 | 1 Day | Classroom | | | 11 | | | |
| 4 | Practical Guide To ESG & Sustainability + Managing Sustainability Risk | \$558.00 | \$758.00 | 1 Day | Classroom | | | 26 | | | 25 |
| 5 | Managing ESG : From Strategy Planning To Integration | \$998.00 | \$1,398.00 | 2 Days | Classroom | | | | 27,28 | | |
| 6 | ESG Compliance for Company Directors: Meeting Regulatory Obligations & Managing Risk Exposure | \$528.00 | \$728.00 | 1 Day | Classroom | | | 30 | | | |
| 7 | Managing ESG Legal Risks Across Global Supply Chain | \$528.00 | \$728.00 | 1 Day | Classroom | | | 5 | | 28 | |
| 8 | Introduction To Key Carbon Accounting Standards : Essential Guide For Understanding ESG Performance | \$558.00 | \$758.00 | 1 Day | Classroom | | | 12 | | 15 | |
| 9 | Integrating Sustainability with Profitability | \$455.00 | \$629.00 | 1/2 Day | Classroom | | 27 | | | | 26 |
| 10 | Carbon Management Workshop | \$570.00 | \$788.00 | 1 Day | Classroom | | | 18 | | | 11 |
| 11 | Masterclass on Sustainability for Senior Management | \$756.00 | \$540.00 | 1/2 Day | Classroom | | | 12 | | 14 | |

*All Information Provided is Correct at the Time of Printing and is Subject to Change Without Notice.

*All Prices Are Inclusive of 9% GST

For customised training, please contact us at learn@sbf.org.sg

**Skills-Empowered***Workshop designed to strengthen business capabilities for sustainable growth*

| No. | Programmes | Member | Non-Member | Duration | Delivery Mode | Course Date | | | | | |
|----------------------|---|----------|------------|----------|---------------|-------------|-----|-----------|-----|-----|-----------|
| Business Management | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 1 | Workshop on Sales Success | \$450.00 | \$622.00 | 1 Day | Classroom | | 5 | | | | |
| 2 | Workshop on Strategic Sales Planning | \$450.00 | \$622.00 | 1 Day | Classroom | | 6 | | | | |
| 3 | Workshop on Networking Success | \$350.00 | \$482.00 | 1/2 Day | Classroom | | | 13 | | | |
| 4 | Anti-Money Laundering Governance: Risks to Look Out For | \$350.00 | \$482.00 | 1/2 Day | Classroom | 21 | | | | 20 | |
| 5 | Grow Your Business Through Service Excellence | \$450.00 | \$622.00 | 1 Day | Classroom | | 3 | | 7 | | |
| 6 | Statutory and Annual Compliance for Singapore Businesses | \$327.00 | \$545.00 | 1/2 Day | Classroom | 22 | 5 | | 23 | | 19 |
| 7 | Winning Government Tenders: From Identifying Opportunities, Compliance to Crafting Compelling Proposals | \$412.84 | \$596.33 | 1/2 day | Classroom | 28 | 25 | 30 | 29 | 28 | 30 |
| 8 | Masterclass on COMPASS: Gain Insights into the New Framework and Other Work Pass Changes | \$200.00 | \$300.00 | 1/2 Day | Classroom | 8 | 10 | 5 | 8 | 6 | 10 |
| 9 | KAIZEN™ Retail Operations, Logistics and Wholesale Trade | \$550.00 | \$750.00 | 1 Day | Classroom | 27 | | | | | |
| 10 | Leveraging Customers for Growth | \$788.00 | \$888.00 | 15 Hours | E-Learning | 21 | | 18 | | 13 | |
| 11 | Enhancing Critical Thinking, Problem Solving & Creativity with ChatGPT | \$590.00 | \$818.00 | 1 Day | Classroom | 30 | | 27 | | | |
| 12 | Trade Show Success | \$450.00 | \$622.00 | 1 Day | Classroom | | | 5 | | 14 | |
| 13 | AI-Powered Digital Marketing | \$940.00 | \$1,594.00 | 2 Days | Classroom | | | 16 and 17 | | | 15 and 16 |
| 14 | Essential Negotiation Skills | \$450.00 | \$622.00 | 1 Day | Classroom | | 10 | | | 20 | |
| Finance & Accounting | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 15 | Effective Cashflow Management, Budgeting & Analysis | \$528.00 | \$728.00 | 1 Day | Classroom | | | | 28 | | |
| 16 | Strategy For Developing Effective Costing & Budgeting Management | \$528.00 | \$728.00 | 1 Day | Classroom | | | | | 21 | |
| 17 | Measuring & Analysing Financial KPIs From Business Perspective | \$528.00 | \$728.00 | 1 Day | Classroom | | | 6 | | | 25 |
| 18 | Managing GST Effectively for Businesses | \$450.00 | \$622.00 | 1 Day | Classroom | 23 | | 13 | | 8 | |
| 19 | Corporate Tax Planning: Maximizing Tax Benefits | \$450.00 | \$622.00 | 1 Day | Classroom | | | 27 | | 15 | |
| 20 | Major Account Management | \$450.00 | \$622.00 | 1 Day | Classroom | | | 6 | | | |
| 21 | Unravelling Financial Statements for Better Decision Making | \$450.00 | \$622.00 | 1 Day | Classroom | | | 17 | | | 23 |
| 22 | GST Schemes & Controls: How to Review Your GST Returns | \$350.00 | \$482.00 | 1/2 Day | Classroom | | | 10 | | 12 | 25 |
| 23 | Understanding the Conditions to Apply 0% GST on Business Transactions for International Services | \$580.00 | \$798.00 | 1 Day | Classroom | | | 23 | | | 2 |
| 24 | Understanding the Conditions to Apply 0% GST on Business Transactions for Exports of Goods | \$580.00 | \$798.00 | 1 Day | Classroom | | | 9 | | | 30 |
| 25 | Masterclass on Payroll & HR Administration | \$436.00 | \$536.00 | 1 Day | Classroom | | 16 | | 15 | | 17 |
| 26 | Masterclass: IRAS Year-End Reporting | \$488.00 | \$588.00 | 1 Day | Classroom | 12 | 12 | | | | |
| 27 | Getting Started with Government Tender | \$412.84 | \$596.33 | 1/2 Day | Classroom | 29 | 26 | 31 | 28 | 27 | 29 |
| Legal & Compliance | | | | | | Jan | Feb | Mar | Apr | May | Jun |
| 28 | From Private To Public : Preparing A Successful IPO Listing | \$388.00 | \$588.00 | 1/2 Day | Classroom | | | 5 | | | 5 |
| 29 | Fair Practices In Procurement & Tenders : Combat Bid-Rigging & Unethical Conducts | \$388.00 | \$588.00 | 1/2 Day | Classroom | | | | 7 | | |
| 30 | Safeguarding Personal Data For Businesses : Key Obligations & New Amendments | \$388.00 | \$588.00 | 1/2 Day | Classroom | | | | | 14 | |
| 31 | Essential Contract Law For Non-Legal Professionals | \$528.00 | \$728.00 | 1 Day | Classroom | | | | 2 | | |
| 32 | Overview Of Employment Law In Singapore, Workplace Discrimination & Harassment | \$528.00 | \$728.00 | 1 Day | Classroom | 21 | | 12 | | 7 | |
| 33 | Strategic Growth Through Mergers & Acquisitions (M&As) | \$388.00 | \$588.00 | 1/2 Day | Classroom | | 5 | | | 19 | |
| 34 | Workforce Restructuring & Termination of Employment : Compliance, Communication & Risk Management | \$388.00 | \$588.00 | 1/2 Day | Classroom | | 10 | | 21 | | |
| 35 | AI Governance : Regulatory Frameworks In AI Technologies & Ethical Use | \$388.00 | \$588.00 | 1/2 Day | Classroom | | | 13 | | | 22 |
| 36 | Build Teamwork & Workplace Synergy Through DISC / Emergenetic Profiling Tools | \$728.00 | \$1,018.00 | 1 Day | Classroom | | | | 8 | | |

**Skills-Empowered***Workshop designed only for Trade Associations and Chambers*

| No. | Programmes | Member | Non-Member | Duration | Delivery Mode | Jan | Feb | Mar | Apr | May | Jun |
|---------------------|--------------------------------------|---------------|------------|----------|---------------|-----|-----|-----|-----|-----|-----|
| Business Management | | | | | | | | | | | |
| 1 | Strategy Development and Sustainable | To be Advised | | | Classroom | | | | | 14 | |

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*All Prices Are Inclusive of 9% GST

For customised training, please contact us at learn@sbf.org.sg

Up to 90% Salary Support for Employers!

Hire, Reskill with Minimal Cost



Need salary grants to hire and reskill your workforce? Career Conversion Programmes offer **up to 90% salary support** to help businesses build future-ready talent.

Programme Highlights



Internationalisation (Overseas Markets Immersion Programme)



Human Resource (CCP-Human Capital)



Transition to SME Company (CCP-SME)



Green Skills (CCP-Sustainability)



Wholesale Trade Sector (CCP-Wholesale)

For More Information >

CCP@SBF.ORG.SG





Discover what our Career Conversion Programmes companies and trainees have to say

Through OMIP, our biotechnologist gained hands-on experience in plant start-up and technology transfer abroad, bringing global expertise back to teams in Singapore.

— Lonza Biologics

The CCP-S journey has empowered me to lead Vac-Tech's sustainability transformation with confidence. From carbon tracking to stakeholder engagement, the skills I've gained are now central to our operations.

– Phun Li Xiu, Rachel, Head of Sustainable Projects and Innovation, Vac-Tech Engineering Pte Ltd

The CCP-SME gave us a structured, cost-effective way to reskill and boost productivity while supporting internal growth.

– Amrith, Co-founder, impress.ai

It equipped me with practical skills and confidence to manage cross-functional teams and make strategic decisions.

— Joseph, Customer Success Manager impress.ai



For More Information >

CCP@SBF.ORG.SG