

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.


Scaled Internationally
Workshop designed to support business overseas expansion

No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Jan	Feb	Mar	Apr	May	Jun
Business Management											
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	

*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

 Smart-Enabled <i>Workshop designed to accelerate digital transformation</i>											
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 <i>Workshop designed to support adoption of ESG (Environmental, Social, Governance) principles</i>											
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	Jan	Feb	Mar	Apr	May	Jun
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	

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 the 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