

# LEARN

## @SBF BUSINESS INSTITUTE

Jul - Dec 2024  
Training Calendar



SSG  
FUNDED  
COURSES  
AVAILABLE

CUSTOMISED  
IN-HOUSE  
TRAINING

## 4 FOCUS AREAS



### INTERNATIONALISATION / TRADE

Navigate international markets with confidence to identify global opportunities, and increased profitability for your business



### DIGITALISATION

Unlock the power of the digital age to boost productivity, drive innovation, and stay ahead in today's rapidly evolving business landscape



### ENVIRONMENTAL, SOCIAL, AND GOVERNANCE

Drive positive change, reduce ecological impact, and become a catalyst for a greener, more sustainable future



### BUSINESS OPERATIONS

Elevate your organisation's performance with smoother workflows, enhanced productivity, and a sharper competitive edge in the market



Join our Telegram Channel!  
[@SBFInternationalisationNetwork](https://t.me/SBFInternationalisationNetwork)



Scan to gain  
access to the  
training  
programme list



# TRAINING COURSES

**Over 19,000 Participants Trained**

**Courses in 4 Focus Areas That Maximise Business Potential and Opportunities**

**Exclusive Member Rates**

**Tailored Training to your Needs\***

\*Customised Training Available

**Guidance and Real-World Experience From Industry Experts**

**Flexibility of Modes**



*"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*



 [www.sbi.org.sg](http://www.sbi.org.sg)

 [learn@sbf.org.sg](mailto:learn@sbf.org.sg)



**CCP@SBF**

## Benefits

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

- Internationalisation: Overseas Markets Immersion Programme
- \*Coming Soon\*
- Professional Executives
- SME Executives
- Sustainability Professionals
- Wholesale Trade Professionals & Associates

**Transform  
Talents with  
CCP@SBF**

**Receive up to 90%  
Salary Support**



Scan to find out more

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## Transform Talents with CCP@SBF

RECEIVE UP TO 90% SALARY SUPPORT



### **Professional Executives**

Empower PMETs to transit into business support with incorporation of at least 1 digital skill competency.



### **SME Executives**

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



### **Sustainability Professionals**

Assist companies embracing sustainability-focused changes by providing training and skill development opportunities for employees to transition into "green" roles.



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

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



### **Coming Soon**

- Internationalisation: Overseas Markets Immersion Programme

## Internationalisation / Trade

No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
<b>Business Management</b>						
1	Leading Across Cultures: Leadership, Management & Business Acumen in the International Market (from eCarni)	\$998.00	\$1,049.00	10 hrs/ session	E-learning	3, 7, 21 Jul   14, 28 Aug   11, 25 Sep   9, 23 Oct   6, 20 Nov   4, 18 Dec
2	Setting up Distribution Channels (from eCornell)	\$998.00	\$1,049.00	10 hrs/ session	E-learning	10, 24 Jul   4, 8, 12, 16, 20, 24 Aug   17, 21, 25 Sep   11, 15, 19 Oct   6, 10, 14 Nov   8, 12 Dec
3	Negotiation Skills (from eCornell)	\$998.00	\$1,049.00	10 hrs/ session	E-learning	3, 17, 31 Jul   14, 28 Aug   11, 25 Sep   9, 23 Oct   6, 20 Nov   4, 18 Dec
4	International Business Social Media Strategies & Market Research Information	\$616.00	\$717.00	1 Day	Virtual	25 Jul   22 Aug   26 Sep   24 Oct   21 Nov   12 Dec
5	Essential Skills & Competencies in Supply Chain Management	\$616.00	\$717.00	1 Day	Virtual	16 Sep   2 Dec
6	Understanding HR Management and Complexities in China	\$312.00	\$450.00	1/2 Day	Classroom	30 Aug   28 Oct   19 Dec
<b>Finance &amp; Accounting</b>						
7	Understanding Regional Transfer Pricing	\$570.00	\$690.00	1 Day	Classroom	29 Aug   26 Sep   7 Nov
<b>Legal &amp; Compliance</b>						
8	Venturing Into China: Practical Tips & Legal Considerations	\$568.00	\$698.00	1 Day	Classroom	18 Jul   15 Nov
9	Eying Asia: Investment Law in Vietnam	\$238.00	\$368.00	1/2 Day	Virtual	18 Jul   10 Oct
10	Eying Asia: Employment Law in Vietnam	\$238.00	\$368.00	1/2 Day	Virtual	13 Aug   14 Nov
11	Eying Asia: Investment Law in Malaysia	\$238.00	\$368.00	1/2 Day	Virtual	11 Jul   7 Nov
12	Eying Asia: Employment Law in Malaysia	\$238.00	\$368.00	1/2 Day	Virtual	23 Sep
13	Eying Asia: Investment Law in Indonesia	\$238.00	\$368.00	1/2 Day	Virtual	1 Jul   2 Sep
14	Eying Asia: Employment Law in Indonesia	\$238.00	\$368.00	1/2 Day	Virtual	8 Jul   9 Sep
15	Eying Asia: Investment Law in Thailand	\$238.00	\$368.00	1/2 Day	Virtual	19 Oct
16	Eying Asia: Employment Law in Thailand	\$238.00	\$368.00	1/2 Day	Virtual	22 Nov
17	Eying Asia: Investment Law in Philippines	\$238.00	\$368.00	1/2 Day	Virtual	20 Jul
18	Eying Asia: Employment Law in Philippines	\$238.00	\$368.00	1/2 Day	Virtual	29 Aug
19	Navigating Tax Compliance in China for Finance Professionals	\$312.00	\$450.00	1/2 Day	Classroom	26 Aug   21 Oct   16 Dec
20	Understanding ASEAN Tax Frameworks	\$312.00	\$450.00	1/2 Day	Classroom	12 Jul   29 Oct
<b>Trade</b>						
21	Integrate Cross-Cultural Business Negotiations Skills internationalisation activities (synchronous E-learning) (300 Funded)	\$963.25	\$926.50	5 Sessions 3 Post sessions	Virtual	4, 8, 9, 12 Jul   6, 7, 8, 12, 13, 15 Aug   7, 8, 9, 14, 15 Oct   6, 7, 8, 11, 12 Nov
22	Evaluate the preparation of shipping documents associated with the import and export of goods (300 Funded)	\$403.31	\$695.61	2 Days (15 hrs)	Classroom	23, 26 Jul   21, 22 Aug   34, 25 Sep   22, 23 Oct   19, 20 Nov   17, 18 Dec
23	Understanding Incoterms 2020	\$550.00	\$650.00	1 Day	Classroom	16 Aug   9 Oct   3 Dec
24	Understanding Letters of Credit: Effective Management on How to Apply and Negotiate (300 Funded)	\$650.00	\$950.00	2 Days	Classroom	22, 23 Aug   23, 24 Oct   9, 10 Dec
25	Managing Imports and Exports in International Trade	\$650.00	\$950.00	2 Days	Classroom	22, 23 Jul   18, 19 Sep   11, 12 Nov
26	Understanding Sea Freight Forwarding	\$570.00	\$680.00	1 Day	Classroom	19 Aug   29 Oct
27	Channel Strategies for Market Expansion & Business Growth (300 Funded)	\$307.38	\$1,028.68	2 Days	Classroom	15, 16 Aug
28	FTA: Introduction to International Trade, WTO and Trade in Services	\$58.00	\$158.00	1/2 Day	Classroom	3 Jul   28 Nov
29	FTA: Introduction to Free Trade Agreements, Rules of Origin & More (Module 1)	\$120.00	\$220.00	1 Day	Classroom	7 Aug
30	FTA: Harmonized System Code Classification (Module 2)	\$120.00 (Subsidised)	\$220.00 (Subsidised)	1 Day	Classroom	30 Aug
31	FTA: Tariff Exemption Workshop (Module 3)	\$89.00 (Subsidised)	\$149.00 (Subsidised)	1/2 Day	Classroom	20 Sep
32	FTA: Export Control and Strategic Trade (Module 4)	\$289.00 (Subsidised)	\$389.00 (Subsidised)	1 Day	Classroom	17 Oct
33	FTA: Manufacturing Cost Statement Workshop (Module 5)	\$89.00 (Subsidised)	\$149.00 (Subsidised)	1 Day	Classroom	8 Oct
34	Understanding Risks and Rewards in International Trade	\$550.00	\$650.00	1 Day	Classroom	7 Aug   12 Sep   7 Nov

## Environmental, Social And Governance (ESG)

No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
1	Sustainability Reporting for Business: Benchmarks, Frameworks, Practices	\$558.00	\$668.00	1 Day	Classroom	19 Jul   25 Oct
2	Driving Sustainable Procurement Across Supply Chain	\$558.00	\$668.00	1 Day	Classroom	4 Jul   8 Oct
3	Practical Guide to ESG & Sustainability + Managing Sustainability Risk	\$528.00	\$638.00	1 Day	Classroom	22 Aug   28 Nov
4	Sustainable Finance: Climate Risk Framework, Management & Reporting	\$528.00	\$638.00	1 Day	Classroom	14 Aug   23 Oct
5	Managing ESG: From Strategy Planning to Integration	\$528.00	\$638.00	1 Day	Classroom	28 Jul   18 Sep
6	Integrating Sustainability with Profitability	\$435.00	\$540.00	1/2 Day	Classroom	12 Jul   19 Oct
7	Carbon Management Workshop	\$550.00	\$650.00	1 Day	Classroom	22 Aug   21 Nov
8	Masterclass on Sustainability for Senior Management	\$754.00	\$840.00	1/2 Day	Classroom	12 Jul   29 Sep
9	ESG: Legal Considerations, Implications & Best Practices	\$268.00	\$378.00	1/2 Day	Classroom	29 Sep

\*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	Understanding the Digital Marketing Landscape and the Customer Funnel (from eCornell)	\$998.00	\$1,049.00	10 hrs/ session	E-learning	10 Jul   7 Aug   4 Sep   2, 30 Oct   27 Nov   25 Dec
2	Introduction to Marketing and Advertising for Consumer & B2B Products	\$530.00	\$611.00	1 Day	Virtual	11 Jul   10 Aug   12 Sep   10 Oct   7 Nov   5 Dec
3	Establish Your Marketing Strategy Plan to meet business requirements for internationalisation (Synchronous E-Learning) (\$66 Funded)	\$714.29	\$1,428.58	6 Sessions (3 hrs/ sessions)	Virtual	29, 30, 31 Jul, 5, 6, 7 Aug   28, 29, 30 Aug, 4, 5, 6 Sep   26, 27, 30 Sep, 7, 8, 9 Oct   24, 30, 31 Oct, 3, 4, 11 Nov   27, 28, 29 Nov, 5, 6, 9 Dec
4	Formulate and evaluate WeChat strategic plan to establish marketing campaign opportunities for ASEAN market (Synchronous E-Learning) (\$66 Funded)	\$504.13	\$1,008.25	6 Sessions (3 hrs/ sessions)	Virtual	22, 23, 24 Jul, 1, 2, 3 Aug   23, 24, 26, 27 Aug, 3, 4, 5 Sep   28, 24, 25 Sep, 2, 3, 4 Oct   24, 25, 28 Oct, 4, 5, 6 Nov   22, 25, 26 Nov, 2, 3, 4 Dec
5	Develop Xiaohongshu Marketing Strategies and Performance Evaluation	\$752.10	\$861.10	2 Days (15 hrs)	Classroom	30, 31 Jul   28, 30 Aug   27, 30 Sep   30, 31 Oct   28, 29 Nov
6	Power Automate RPA	\$1,088.00	\$1,288.00	2 Days	Classroom	28, 29 Oct
7	Optimising ChatGPT for Workplace Productivity & Creativity (Video Creation)	\$428.00	\$538.00	1 Day	Classroom	27 Jul   1 Nov
8	Optimising ChatGPT for Workplace Productivity & Creativity (Final Design)	\$428.00	\$538.00	1 Day	Classroom	30 Aug   8 Nov
9	Master MS Excel 365	\$488.00	\$588.00	1 Day	Classroom	13 Sep
10	Master Data Visualisation with MS Excel 365	\$488.00	\$588.00	1 Day	Classroom	20 Sep
11	Using Data as a Strategy for Growth	\$250.00	\$350.00	1/2 Day	Classroom	18 Jul
12	Uncover Business & Data Insights Using Microsoft Power BI (combining ChatGPT capabilities)	\$488.00	\$588.00	1 Day	Classroom	15 Aug
13	Maximising The Potential & Use of Microsoft Copilot	\$598.00	\$708.00	1/2 Day	Classroom	17 Sep
14	Understanding Concepts & Implications of Generative AI For Business Leaders	\$698.00	\$798.00	1/2 Day	Classroom	12 Aug
15	Practical Applications of Generative AI For Corporate Professionals	\$698.00	\$808.00	1 Day	Classroom	13 Aug
16	Master Excel & Data Visualisation with Microsoft 365	\$628.00	\$808.00	2 Days	Classroom	15, 16 Aug   16, 17 Oct
17	Harness the Power of ChatGPT and AI Thinking to Transform your Presentation	\$381.50	\$501.50	1/2 Day	Classroom	28 Jul   28 Aug   28 Sep
18	Master Power Query & Power Pivot with Microsoft 365	\$488.00	\$588.00	1 Day	Classroom	20 Sep
Business Operations						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
Business Management						
1	Navigating the Global Business Landscape (from eCornell)	\$998.00	\$1,049.00	10 hrs/ session	E-Learning	28 Jul   21 Aug   18 Sep   14 Oct   11 Nov
2	Implement Skills Framework in Organisational Human Resource Programmes and Activities (Synchronous E-Learning) (\$66 Funded)	\$954.25	\$768.50	3 Sessions 2.5 hrs/ session	Virtual	1, 2, 3 Jul   1, 2, 5 Aug   2, 3, 4 Sep   1, 2, 3 Oct   1, 4, 5 Nov, 3, 4, Dec
3	Secure Succession Planning Strategies for the Organisation (\$66 Funded)	\$403.85	\$607.49	2.5 days (19 hrs)	Classroom	25, 26, 29 Jul   23, 24, 27 Aug   26, 27, 30 Sep   24, 25, 28 Oct   21, 22, 25 Nov   19, 20, 23 Dec
4	Successful Networking Skills	\$310.00	\$450.00	1/2 Day	Classroom	7 Aug   22 Nov
5	Successful Selling Skills	\$430.00	\$550.00	1 Day	Classroom	31 Jul   12 Sep   27 Nov
6	International Business Negotiation Skills	\$430.00	\$550.00	1 Day	Classroom	4 Sep   5 Dec
7	G&T Schemes & Controls: G&T Schemes including Major Exporter Schemes	\$310.00	\$450.00	1/2 Day	Classroom	17 Sep
8	Unravelling Financial Statements for Better Decision-Making	\$430.00	\$550.00	1 Day	Classroom	14 Jul   12 Sep   14 Nov
9	HCS ESG Leadership & Innovation Masterclass	\$3400 (before fundling)	\$1822.20 (after funding)	1 Day	Classroom	20, 21, 22 Aug
10	Business Planning & Analysis: Financial Modelling Using MS Excel	\$528.00	\$638.00	1 Day	Classroom	19 Sep
11	Masterclass on Payroll & HR Administration	\$436.00	\$536.00	1 Day	Classroom	30 Aug   12 Sep   12 Oct
12	Practical Guide to Winning Public Sector Tenders (G&T)	\$681.00	\$895.50	1/2 Day	Classroom	18 Jul   18 Aug   18 Sep
13	Grow Your Business Through Service Excellence	\$430.00	\$550.00	1 Day	Classroom	17 Jul   16 Oct
Finance						
14	Effective Cashflow Management, Budgeting & Analysis	\$488.00	\$588.00	1 Day	Classroom	9 Jul   5 Nov
15	Strategy For Developing Effective Costing & Budgeting Management	\$488.00	\$588.00	1 Day	Classroom	23 Aug   29 Oct   9 Dec
16	Effective Foreign Currency Management	\$488.00	\$588.00	1 Day	Classroom	28 Aug   25 Oct
17	Measuring & Analysing Financial KPIs From Business Perspective	\$488.00	\$588.00	1 Day	Classroom	17 Oct
18	Finance Essentials: Investing & Financing Fundamentals	\$488.00	\$588.00	1 Day	Classroom	13 Sep
19	Managing G&T Effectively for Businesses	\$430.00	\$550.00	1 Day	Classroom	30 Jul   27 Sep   28 Nov
Legal and Compliance						
20	Masterclass: Singapore's Workplace Fairness Legislation	\$250.70	\$369.70	1/2 Day	Classroom	10 Jul (PM)   14 Aug (PM)   11 Sep (PM)   15 Oct (PM)   12 Nov (PM)   19 Dec (PM)
21	Implementing Flexible Work Arrangement	\$250.70	\$369.70	2 Days	Classroom	10 Jul (AM)   14 Aug (AM)   11 Sep (AM)   15 Oct (AM)   12 Nov (AM)   19 Dec (AM)
22	Safeguarding Personal Data for Businesses: Key Obligations & New Amendments	\$268.00	\$378.00	1/2 Day	Classroom	23 Aug
23	Essential Contract Law for Non-Legal Professionals	\$498.00	\$608.00	1 Day	Classroom	16 Jul
24	Overview Of Employment Law in Singapore, Workplace Discrimination & Harassment	\$498.00	\$608.00	1 Day	Classroom	20 Aug
25	Successful Merger & Acquisition: Considerations, Process, Strategies	\$238.00	\$388.00	1/2 Day	Virtual	15 Sep
26	Corporate Tax Planning: Maximising Tax Benefits	\$430.00	\$550.00	1 Day	Classroom	8 Jul   20 Aug   22 Oct
27	Anti-Money Laundering Governance: Risks to Look Out For	\$527.00	\$650.00	1/2 Day	Classroom	26 Jul   25 Oct
28	G&T Schemes & Controls: How to Review Your G&T Returns	\$310.00	\$450.00	1/2 Day	Classroom	6 Aug   12 Nov
29	Masterclass on COMPASS: Gain Insights into the New Framework and Other Work Pass Changes	\$200.00	\$300.00	1/2 Day	Classroom	2 Jul   4 Aug   5 Sep   19 Oct
30	Fair Tenancy Legislation for Retail Businesses	\$268.00	\$378.00	1/2 Day	Classroom	9 Sep

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