

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



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



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

CCP@SBF.ORG.SG



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
Business Management						
1	Leading Across Cultures: Leadership, Management & Business Acumen in the International Market (from eCornell)	\$998.00	\$1,049.00	10 hrs/ session	E-learning	3, 7, 31 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, Sep 2, 16 Oct 27 Nov 11, 25 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	\$916.00	\$950.00	1/2 Day	Classroom	30 Aug 30 Oct 19 Dec
Finance & Accounting						
7	Understanding Regional Transfer Pricing	\$579.00	\$630.00	1 Day	Classroom	29 Aug 26 Sep 7 Nov
Legal & Compliance						
8	Venturing Into China: Practical Tips & Legal Considerations	\$588.00	\$688.00	1 Day	Classroom	18 Jul 15 Nov
9	Eying Asia: Investment Law in Vietnam	\$238.00	\$388.00	1/2 Day	Virtual	18 Jul 10 Oct
10	Eying Asia: Employment Law in Vietnam	\$238.00	\$388.00	1/2 Day	Virtual	19 Aug 14 Nov
11	Eying Asia: Investment Law in Malaysia	\$238.00	\$388.00	1/2 Day	Virtual	11 Jul 7 Nov
12	Eying Asia: Employment Law in Malaysia	\$238.00	\$388.00	1/2 Day	Virtual	29 Sep
13	Eying Asia: Investment Law in Indonesia	\$238.00	\$388.00	1/2 Day	Virtual	1 Jul 2 Sep
14	Eying Asia: Employment Law in Indonesia	\$238.00	\$388.00	1/2 Day	Virtual	8 Jul 9 Sep
15	Eying Asia: Investment Law in Thailand	\$238.00	\$388.00	1/2 Day	Virtual	19 Oct
16	Eying Asia: Employment Law in Thailand	\$238.00	\$388.00	1/2 Day	Virtual	22 Nov
17	Eying Asia: Investment Law in Philippines	\$238.00	\$388.00	1/2 Day	Virtual	30 Jul
18	Eying Asia: Employment Law in Philippines	\$238.00	\$388.00	1/2 Day	Virtual	29 Aug
19	Navigating Tax Compliance in China for Finance Professionals	\$916.00	\$950.00	1/2 Day	Classroom	26 Aug 21 Oct 16 Dec
20	Understanding ASEAN Tax Frameworks	\$916.00	\$950.00	1/2 Day	Classroom	12 Jul 29 Oct
Trade						
21	Integrate Cross-Cultural Business Negotiations Skills internationalization activities (synchronous E-learning) (\$36 Funded) *Students are expected to go through assessments. Assessment dates to be advised*	\$863.25	\$926.50	5 Sessions (3 hrs/ session)	Virtual	4, 5, 8, 9, 10 Jul 6, 7, 8, 12, 13 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 (\$36 Funded) *Students are expected to go through assessments. Assessment dates to be advised*	\$803.31	\$856.61	3 Days (15 hrs)	Classroom	23, 26 Jul 21, 22 Aug 24, 25 Sep 22, 23 Oct 19, 20 Nov 17, 18 Dec
23	Understanding Incoterms 2020	\$559.00	\$650.00	1 Day	Classroom	19 Aug 9 Oct 3 Dec
24	Understanding Letters of Credit: Effective Management on How to Apply and Negotiate (\$55 Funded)	\$855.00	\$950.00	2 Days	Classroom	22, 23 Aug 21, 24 Oct 9, 10 Dec
25	Managing Imports and Exports in International Trade	\$855.00	\$950.00	2 Days	Classroom	22, 23 Jul 18, 19 Sep 11, 12 Nov
26	Understanding Sea Freight Forwarding	\$579.00	\$680.00	1 Day	Classroom	19 Aug 29 Oct
27	Channel Strategies for Market Expansion & Business Growth (\$56 Funded)	\$367.36	\$1,024.48	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 29 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 (Subsidized)	\$220.00 (Subsidized)	1 Day	Classroom	30 Aug
31	FTA: Tariff Finder Workshop (Module 3)	\$88.00 (Subsidized)	\$148.00 (Subsidized)	1/2 Day	Classroom	20 Sep
32	FTA: Export Control and Strategic Trade (Module 4)	\$238.00 (Subsidized)	\$388.00 (Subsidized)	1 Day	Classroom	17 Oct
33	FTA: Manufacturing Cost Statement Workshop (Module 5)	\$88.00 (Subsidized)	\$148.00 (Subsidized)	1 Day	Classroom	8 Oct
34	Understanding Rates and Fouds in International Trade	\$559.00	\$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 Businesses: Benchmarks, Frameworks, Practices	\$558.00	\$688.00	1 Day	Classroom	19 Jul 25 Oct
2	Driving Sustainable Procurement Across Supply Chain	\$558.00	\$688.00	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	24 Jul 18 Sep
6	Integrating Sustainability with Profitability	\$635.00	\$840.00	1/2 Day	Classroom	12 Jul 19 Oct
7	Custom Management Workshop	\$558.00	\$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 28 Sep
9	ESG: Legal Considerations, Implications & Best Practices	\$368.00	\$578.00	1/2 Day	Classroom	29 Sep

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

For customized training, please contact us at info@hsf.org.sg

*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	19 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	\$621.00	1 Day	Virtual	11 Jul 10 Aug 12 Sep 10 Oct 7 Nov 5 Dec	
3	Establish ToB Marketing Strategy Plan to meet business requirements for internationalisation (Synchronous E-Learning) (\$96 Funded) *Members are expected to go through assessments. Assessment dates to be advised*	\$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 29, 30, 31 Oct, 7, 8, 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) (\$96 Funded) *Members are expected to go through assessments. Assessment dates to be advised*	\$534.13	\$1,068.25	6 Sessions 3 hrs/ sessions	Virtual	22, 23, 24 Jul, 1, 2, 8 Aug 23, 24, 25 Sep, 27 Aug, 2, 3, 4 Sep 28, 29, 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 29, 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 Aug 1 Nov	
8	Optimising ChatGPT for Workplace Productivity & Creativity (Visual Design)	\$428.00	\$538.00	1 Day	Classroom	30 Aug 6 Nov	
9	Master MS Excel 365	\$688.00	\$988.00	1 Day	Classroom	13 Sep	
10	Master Data Visualisation with MS Excel 365	\$688.00	\$988.00	1 Day	Classroom	25 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)	\$688.00	\$988.00	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	\$598.00	\$708.00	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	\$928.00	2 Days	Classroom	15, 16 Aug 16, 17 Oct	
17	Harness the Power of ChatGPT and MBG Thinking to Transform your Presentation	\$981.50	\$980.50	1/2 Day	Classroom	28 Jul 28 Aug 28 Sep	
18	Master Power Query & Power Pivot with Microsoft 365	\$688.00	\$988.00	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	19 hrs/ session	E-Learning	28 Jul 21 Aug 18 Sep 14 Oct 10 Nov	
2	Implement Skills Framework in Organisational Human Resource Programmes and Activities (Synchronous E-Learning) (\$96 Funded) *Members are expected to go through assessments. Assessment dates to be advised*	\$554.25	\$708.50	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, 2, 3, 4 Dec	
3	Reserve Succession Planning Strategies for the Organisation (\$96 Funded) *Members are expected to go through assessments. Assessment dates to be advised*	\$433.85	\$867.69	2.5 Days (18 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	\$510.00	\$650.00	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	GEF Schemes & Controls: GET Schemes including Major Exporter Schemes	\$510.00	\$650.00	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-LSG Leadership & Innovation Masterclass	\$2400 (before funding)	\$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 (GEM)	\$981.50	\$980.50	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	\$688.00	\$988.00	1 Day	Classroom	9 Jul 5 Nov	
15	Strategy For Developing Effective Costing & Budgeting Management	\$688.00	\$988.00	1 Day	Classroom	23 Aug 29 Oct 3 Dec	
16	Effective Foreign Currency Management	\$688.00	\$988.00	1 Day	Classroom	28 Aug 25 Oct	
17	Measuring & Analysing Financial KPIs From Business Perspective	\$688.00	\$988.00	1 Day	Classroom	17 Oct	
18	Finance Essentials: Investing & Financing Fundamentals	\$688.00	\$988.00	1 Day	Classroom	13 Sep	
19	Managing GEF 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	\$359.70	1/2 Day	Classroom	10 Jul (PM) 14 Aug (PM) 11 Sep (PM) 15 Oct (PM) 12 Nov (PM) 16 Dec (PM)	
21	Implementing Flexible Work Arrangement	\$250.70	\$359.70	2 Days	Classroom	10 Jul (AM) 14 Aug (AM) 11 Sep (AM) 15 Oct (AM) 12 Nov (AM) 16 Dec (AM)	
22	Safeguarding Personal Data for Businesses: Key Obligations & New Amendments	\$268.00	\$378.00	1/2 Day	Classroom	29 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: Maximizing 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	\$527.80	\$650.00	1/2 Day	Classroom	26 Jul 25 Oct	
28	GEF Schemes & Controls: How to Review Your GEF Returns	\$510.00	\$650.00	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	\$248.00	\$378.00	1/2 Day	Classroom	9 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