

LEARN

@SBF BUSINESS INSTITUTE

Jan - Jun 2024 Training Calendar



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



SBF
BUSINESS
INSTITUTE

CCP@SBF

Receive up to 90% Salary Support*

*terms and conditions apply

AID TO UNLOCK POTENTIAL WITH CCP@ SBF



Address Skills Gaps

Align with industry needs and address gaps



Increased Retention

Development & Growth to Boost Retentions



Diverse Talent Pool

Various Backgrounds, Experience & Skills



Skills Adaptation

Training & Development for New/ Redesigned Roles



Scan to find out more

CCP@SBF.ORG.SG



CAREER CONVERSION PROGRAMMES @ SBF

How to Apply

Contact us at CCP@SBF.ORG.SG to find out about the various CCPs offered by SBF

Eligibility Criteria

 **Company** registered or incorporated in **Singapore**

 **Offer employment** related to job which the programme is for

Commit to training arrangements

Business Transformation Plans & how the trainee support

Benefits

Tap into a **wide pool of experienced workers**

Redeploy existing workforce as part of business transformation

Minimise redundancies and **reskill** experienced employees

Tap on **Government Funding** through salary support

 **Singapore Citizens or Permanent Residents**, aged 21 years & above

Not in similar job role prior to joining CCP

Graduated or Completed National Service **for at least 2 years**

New Hires to attain approval of CCP within **initial 3 months** of service,

Existing Employees must be in service with company for a **minimum of 1 year**

Not Owner/ Shareholder or Related (apply to company and related entities)

CCPs@SBF

- CCP - Internationalisation Professionals *Coming Soon*
- CCP - Sustainability Professionals
- CCP - Supply Chain & Logistics (Existing Employees Only)

SBF Business Institute Aims to Help Business Communities **Build Capabilities** to Achieve Transformative, Sustainable and International Growth via **Training and Upskilling**

OVER 20,000 PARTICIPANTS TRAINED



Courses in 4 Focus Areas That Maximise Business Potential and Opportunity



Exclusive Member Rates



Tailored Training to Your Needs*
*Customised Training Available



Guidance and Real-World Experience From Industry Experts



Networking Opportunities



"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



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Learn more about SBF Business Institute Here!

Internationalisation / Trade

No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
Business Management						
1	Distribution Channel Design & Management in China	\$500.00	\$602.00	1 Day	E-Learning & Virtual	10 Jan
2	Distribution Channels in Southeast Asia	\$897.00	\$998.00	1 Day	E-Learning & Virtual	6 Mar
3	E-commerce Strategy	\$1,824.00	\$2,010.00	2 Days	E-Learning & Virtual	20, 22 Feb
4	Essential Business Culture in Southeast Asia	\$897.00	\$998.00	1 Day	Virtual	19 Jan
5	Essential Skills & Competencies In Supply Chain Management	\$438.00	\$548.00	1 Day	Virtual	28 Mar 12 Jun
6	International Business Social Media Strategies & Market Research Information	\$616.00	\$717.00	1 Day	Virtual	25 Jan 29 Feb 28 Mar 25 Apr 30 May 20 Jun
7	Integrate Cross-Cultural Business Negotiations Skills Internationalisation Activities (Synchronous E-Learning) [Learners are expected to go through assessments. Assessment dates to be advised.] (SSG Funded)	\$463.25	\$926.50	3 hrs x 5 Sessions	E-Learning & Virtual	22, 23, 24, 29, 30 Jan 22, 23, 26, 27, 28 Feb 6, 7, 8, 11, 12 Mar
8	Leading Across Cultures: Leadership, Management & Business Acumen in the International Market (from eCornell)	\$998.00	\$1,049.00	10 hrs x 2 Sessions	E-Learning	3, 17 Jan 14, 28 Feb 13, 27 Mar 3, 17 Apr 1, 15, 29 May 12, 26 Jun
9	Marketing Automation Strategy for Internationalisation	\$654.00	\$763.00	2 Days	Classroom	1, 2 Feb 22, 23 Apr
10	Setting up Distribution Channels (from eCornell)	\$998.00	\$1,049.00	10 hrs x 2 Sessions	E-Learning	24 Jan 7 Feb 6, 20 Mar 17 Apr
11	Trade Investment Regulations & Incentives in Southeast Asia	\$612.00	\$714.00	1 Day	E-Learning & Virtual	12 Mar
12	Up the Success Rate of Your Overseas Ventures	\$310.00	\$450.00	1/2 Day	Virtual	23 Feb 23 May
Finance & Accounting						
13	Taxation and Compliance Practices in Southeast Asia	\$612.00	\$714.00	1 Day	E-Learning & Virtual	11 Mar
14	Understanding Regional Transfer Pricing	\$570.00	\$690.00	1 Day	Classroom	25 Jan 28 Mar 20 Jun
Legal & Compliance						
15	Eyeing Asia: Employment Law in Indonesia	\$238.00	\$348.00	1/2 Day	Virtual	8 Apr
16	Eyeing Asia: Employment Law in Malaysia	\$238.00	\$348.00	1/2 Day	Virtual	26 Mar 28 Jun
17	Eyeing Asia: Employment Law in Philippines	\$238.00	\$348.00	1/2 Day	Virtual	TBC
18	Eyeing Asia: Employment Law in Thailand	\$238.00	\$348.00	1/2 Day	Virtual	25 Mar
19	Eyeing Asia: Employment Law in Vietnam	\$238.00	\$348.00	1/2 Day	Virtual	29 Feb 16 May
20	Eyeing Asia: Investment Law in Indonesia	\$238.00	\$348.00	1/2 Day	Virtual	1 Apr
21	Eyeing Asia: Investment Law in Malaysia	\$238.00	\$348.00	1/2 Day	Virtual	14 Mar
22	Eyeing Asia: Investment Law in Philippines	\$238.00	\$348.00	1/2 Day	Virtual	TBC
23	Eyeing Asia: Investment Law in Thailand	\$238.00	\$348.00	1/2 Day	Virtual	19 Mar
24	Eyeing Asia: Investment Law in Vietnam	\$238.00	\$348.00	1/2 Day	Virtual	18 Jan 16 Apr
25	Local Labour Laws & Practices in Southeast Asia	\$612.00	\$714.00	1 Day	E-Learning & Virtual	26 Mar
26	Managing Tax Compliance in China	\$310.00	\$450.00	1/2 Day	Classroom	29 Jan 18 Apr
27	Understanding ASEAN Tax Frameworks	\$310.00	\$450.00	1/2 Day	Classroom	22 Feb 16 May
28	Venturing into China: Chinese Labour Laws & Obligations	\$268.00	\$378.00	1/2 Day	Classroom	21 Mar
29	Venturing into China: Practical & Legal Considerations	\$268.00	\$378.00	1/2 Day	Classroom	21 Mar
People Management						
30	Negotiation Skills (from eCornell)	\$998.00	\$1,049.00	10 hrs	E-Learning	3 Jan 17 Jan 31 Jan 14 Feb 18 Feb 13 Mar 27 Mar 10, 24 Apr
Trade						
31	Evaluate the Preparation of Shipping Documents Associated With the Import and Export of Goods [Learners are expected to go through assessments. Assessment dates to be advised.] (SSG Funded)	\$403.31	\$806.61	2 Days	Classroom	9, 10 Jan 7, 8 Feb 7, 8 Mar
32	Managing Imports and Exports in International Trade	\$850.00	\$950.00	2 Days	Classroom	22, 23 Jan 21, 22 Mar 25, 26 May
33	Understanding Incoterms 2020	\$550.00	\$650.00	1 Day	Classroom	12 Jan 26 Feb 8 Mar 19 Apr 10 May 7 Jun
34	Understanding Letters of Credit	\$850.00	\$950.00	2 Days	Classroom	18, 19 Jan 22, 23 Feb 14, 15 Mar 16, 17 Apr 13, 14 May
35	Understanding Sea Freight Forwarding	\$570.00	\$680.00	1 Day	Classroom	20 Feb 14 May
Environmental, Social And Governance (ESG)						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
1	Carbon Management Workshop	TBC	TBC	1 Day	Classroom	20 Feb 24 Apr
2	Driving Sustainable Procurement Across Supply Chain	\$558.00	\$668.00	1 Day	Classroom	2 Feb 12 Apr
3	ESG: Legal Considerations, Implications & Best Practices	\$238.00	\$348.00	1/2 Day	Virtual	4 Mar 28 Jun
4	Integrating Sustainability with Profitability	\$435.00	\$560.00	1/2 Day	Classroom	19 Feb
5	Managing ESG: From Strategy Planning To Integration	\$528.00	\$638.00	1 Day	Classroom	26 Apr
6	Masterclass on Sustainability for Senior Management	\$756.00	\$540.00	1/2 Day	Classroom	19 Jan 29 Mar
7	Practical Guide To ESG & Sustainability + Managing Sustainability Risk	\$528.00	\$638.00	1 Day	Classroom	28 Feb 29 May
8	Sustainability Reporting For Businesses: Benchmarks, Frameworks, Practices	\$558.00	\$668.00	1 Day	Classroom	19 Jan 1 Mar
9	Sustainable Finance: Climate Risk Framework, Management & Reporting	\$528.00	\$638.00	1 Day	Classroom	22 Mar

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Digitalisation						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
1	Advancing into ChatGPT-4	\$428.00	\$538.00	1 Day	Classroom	18-Apr
2	Develop Xiaohongshu Marketing Strategies and Performance Evaluation	\$752.10	\$861.10	2 Days	Classroom	16, 17 Jan 14, 15 Mar
3	Establish Facebook Marketing for Business Growth	\$654.00	\$763.00	2 Days	Virtual	29, 30 Apr
4	Establish TikTok Marketing Strategy Plan to Meet Business Requirement for Internationalisation (Synchronous E-Learning) [Learners are expected to go through assessments. Assessment dates to be advised.] (SSG Funded)	\$714.29	\$1,428.58	3 hrs x 6 Sessions	E-Learning & Virtual	23, 24, 25, 30, 31 Jan, 1 Feb 21, 22, 23, 27, 28, 29 Feb 6, 7, 8, 11, 12, 13 Mar
5	Formulate and Evaluate Wechat Strategic Plan to Establish Marketing Campaign Opportunities for Asean Market (Synchronous E-Learning) [Learners are expected to go through assessments. Assessment dates to be advised.] (SSG Funded)	\$504.13	\$1,008.25	3 hrs x 6 Sessions	E-Learning & Virtual	19, 20, 21, 26, 27, 28 Feb
6	Integrate LinkedIn Marketing Campaign in Your Business	\$675.80	\$784.80	2 Days	Classroom	19, 20 Feb
7	Integrating Instagram Marketing for Internationalisation	\$540.00	\$654.00	2 Days	Virtual	29, 30 Jan 25, 26 Mar
8	Introduction to Marketing and Advertising for Consumer & B2B Products	\$530.00	\$631.00	1 Day	Virtual	11 Jan 22 Feb 14 Mar 4 Apr 9 May 6 Jun
9	Master Data Visualisation with MS Excel 365	\$488.00	\$598.00	1 Day	Classroom	27 Mar 8 May
10	Master MS Excel 365	\$488.00	\$598.00	1 Day	Classroom	19 Feb 15 Apr 26 Jun
11	Metaverse Marketing Strategies for Enterprises	\$654.00	\$763.00	2 Days	Virtual	25,26 Mar
12	Optimising ChatGPT for Workplace Productivity & Creativity (Video Creation)	\$428.00	\$538.00	1 Day	Classroom	8 Jan 21 Feb 18 Apr 10 May
13	Optimising ChatGPT for Workplace Productivity & Creativity (Visual Design)	\$428.00	\$538.00	1 Day	Classroom	26 Jan 7 Mar 24 Apr 24 May
14	Understanding Generative AI For Business Leaders	\$998.00	\$1,108.00	1 Day	Classroom	5 Apr 14 Jun
15	Understanding the Digital Marketing Landscape and the Customer Funnel (from eCornell)	\$998.00	\$1,049.00	1 Day	E-Learning	14 Jan 21 Feb 20 Mar 17 Apr
16	Using Data as a Strategy for Growth	\$250.00	\$350.00	1/2 Day	Classroom	18 Jan
Business Operations						
No.	Programmes	Member	Non-Member	Duration	Delivery Mode	Course Date
Business Management						
1	Execute Succession Planning Strategies	\$817.50	\$926.50	2 Days	Classroom	18, 19 Jan 18, 19 Mar
2	Financial Modelling Using MS Excel	\$528.00	\$638.00	1 Day	Classroom	19 Mar
3	Grow Your Business Through Service Excellence	\$430.00	\$550.00	1 Day	Classroom	17 Jan 16 Apr
4	GST Schemes & Controls: GST Schemes including Major Exporter Schemes	\$310.00	\$450.00	1/2 Day	Virtual	20 Jan 20 Mar
5	Navigating the Global Business Landscape (from eCornell)	\$998.00	\$1,049.00	10 hrs	E-Learning	10 Jan 7 Feb 6 Mar 3 Apr
6	International Business Negotiation Skills	\$430.00	\$550.00	1 Day	Classroom	22 Feb 25 Apr 25 Jun
7	Successful Networking Skills	\$430.00	\$550.00	1 Day	Classroom	13 Mar 19 Jun
8	Successful Selling Skills	\$430.00	\$550.00	1 Day	Classroom	16 Jan 19 Mar 28 May
9	Unravelling Financial Statements for Better Decision Making	\$430.00	\$550.00	1 Day	Classroom	6 Mar 10 May
Finance & Accounting						
10	Effective Cashflow Management, Budgeting & Analysis	\$488.00	\$598.00	1 Day	Classroom	13 Mar
11	Effective Foreign Currency Management	\$488.00	\$598.00	1 Day	Classroom	25 Apr
12	Finance Essentials: Investing & Financing Fundamentals	\$488.00	\$598.00	1 Day	Classroom	25 Jan
13	Managing GST Effectively for Businesses	\$430.00	\$550.00	1 Day	Classroom	31 Jan 26 Mar 24 May
14	Measuring & Analysing Financial KPIs From Business Perspective	\$488.00	\$598.00	1 Day	Classroom	22 Feb
15	Strategy For Developing Effective Costing & Budgeting Management	\$488.00	\$598.00	1 Day	Classroom	23 Apr
Legal & Compliance						
16	Anti-Money Laundering Governance: Risks to Look Out For	\$327.00	\$450.00	1/2 Day	Classroom	15 Jan
17	Corporate Tax Planning: Maximizing Tax Benefits	\$430.00	\$550.00	1 Day	Classroom	23 Feb 19 Apr 21 Jun
18	Essential Contract Law for Non-Legal Professionals	\$498.00	\$608.00	1 Day	Classroom	5 Mar
19	GST Schemes & Controls: How to Review Your GST Returns	\$310.00	\$450.00	1/2 Day	Classroom	20 Jan 20 Mar
20	Masterclass on COMPASS: Gain Insights into the New Framework and Other Work Pass Changes	\$200.00	\$300.00	1/2 Day	Classroom	5 Jan 31 Jan 6 Feb 5 Mar 19 Apr
21	Overview of Employment Law in Singapore, Workplace Discrimination & Harassment	\$498.00	\$608.00	1 Day	Classroom	16 Jan 14 May
22	Safeguarding Personal Data For Businesses: Key Obligations & New Amendments	\$268.00	\$378.00	1/2 Day	Classroom	23 Feb
23	Successful Merger & Acquisition: Considerations, Process, Strategies	\$238.00	\$348.00	1/2 Day	Virtual	15 Mar
24	Workplace Fairness Legislation	\$200.00	\$300.00	1/2 Day	Classroom	15 Jan 15 Feb 29 Mar
People Management						
25	HCS-LSG Leadership & Innovation Masterclass	\$2400.00 (Before Funding)	\$1822.20 (With Funding)	1 Day	Classroom	22, 23, 24 Jan
26	Implement Skills Framework in Organisational Human Resource Programmes and Activities (Synchronous E-Learning) [Learners are expected to go through assessments. Assessment dates to be advised.] (SSG Funded)	\$354.25	\$708.50	2.5 hrs x 3 Sessions	Virtual	17, 18, 19 Jan 16, 19, 20 Feb 11, 12, 13 Mar

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