



2018
Aug - Dec

**CORPORATE
WORKSHOPS**

SBF Business Institute

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INTERNATIONALISATION & CAPABILITY BUILDING PROGRAMMES

#301: ASSOCIATION MANAGEMENT PROGRAMME

No.	PROGRAMMES			*Prices incl. GST		Duration	AUG	SEPT	OCT	NOV	DEC
				Association	Others						
1	Essential Practices in Association Management			\$388.00	\$488.00	1 day	16	5	17	14	
2	Effectively Managing Volunteer Committees			\$388.00	\$488.00	1 day	17	6	18	15	
3	Membership Development			\$388.00	\$488.00	1 day	31		25		6
4	Communication and Public Relations			\$388.00	\$488.00	1 day	20		10		4
5	Developing Your Leadership Potential			\$388.00	\$488.00	1 day		20		29	

#302: BUSINESS CONTINUITY & EXCELLENCE

No.	PROGRAMMES			*Prices incl. GST		Duration	AUG	SEPT	OCT	NOV	DEC
				Association	Others						
1	Business Continuity Management Champions / Managers			\$642.00	\$856.00	2 Days		24-25			
2	Crisis Management and Communication		e2i Funding (SG APPLIES)	\$642.00	\$856.00	1 Day		21			
3	Different Modes of Internationalisation: Selecting Entry Mode	New!	e2i Funding (SG APPLIES)	\$749.00	\$1,016.50	1 Day			18		
4	Effective Warehouse and Inventory Management	New!	e2i Funding (SG APPLIES)	\$428.00	\$535.00	1 Day					7
5	Ensuring Resilience with Business Continuity Management			\$642.00	\$856.00	1 Day	31				
6	Franchising and its Challenges	New!		\$749.00	\$1,016.50	1 Day				1	
7	Fundamentals of AI and Blockchain + Actionable Plan for AI in your Business	New!		\$428.00	\$535.00	1 Day		5		7	
8	International Business Social Media Strategies & Market Research Info in SEA	New!	e2i Funding (SG APPLIES)	\$600.00	\$700.00	1 Day	28	28		30	
9	Introduction to Business Cultural Protocol & Communications within the SEA Markets			\$390.00	\$490.00	1 Day	15	7, 27	18	2, 29	13
10	Introduction to Business Practices in the ASEAN Economic Community		e2i Funding (SG APPLIES)	\$390.00	\$490.00	1 Day	20		8		5
11	Introduction to Marketing and Advertising for Consumer & B2B Products	New!	e2i Funding (SG APPLIES)	\$520.00	\$620.00	1 Day	27	27		29	
12	INTERNATIONALISATION SERIES: Doing Business in ASEAN	New!	e2i Funding (SG APPLIES)	\$1,284.00	\$1,605.00	2 Days	29-30		23-24		
13	Integrating Strategy and Financial Planning for Sustainable Growth	New!	e2i Funding (SG APPLIES)	\$749.00	\$1,016.50	1 Day				29	
14	Managing the Media	New!		\$642.00	\$856.00	1 Day		24			
15	Negotiation & Business Decision-Making in SEA			\$390.00	\$490.00	1 Day	17	6, 26	17	1, 28	12
16	Steps to Build a Cyber-Security Strategy for the International Market			\$428.00	\$535.00	1 Day	16		18		
17	Strategic Procurement Management		e2i Funding (SG APPLIES)	\$428.00	\$535.00	1 Day		28			
18	Strategic Supply Chain Management			\$428.00	\$535.00	1 Day				30	
19	Strategic Planning for Market Expansion: Key tools	New!	e2i Funding (SG APPLIES)	\$749.00	\$1,016.50	1 Day				15	

#303: FINANCE, TRADE FINANCE & TAX MANAGEMENT

No.	PROGRAMMES			*Prices incl. GST		Duration	AUG	SEPT	OCT	NOV	DEC
				Association	Others						
1	Accounting 101: A Crash Course for Non-Accountants			\$370.00	\$490.00	1 Day	27			13	
2	Accounting & Tax Implications of FRS 109 Instruments	New!		\$1,070.00	\$1,391.00	2 Days	15-16				
3	Alternative Financing for Businesses in International Trade			\$420.00	\$530.00	1 Day	16		9		
4	Anti-Money Laundering Act & Its Implications	New!		\$321.00	\$428.00	1/2 Day		18		1	
5	Avoiding Fraud in Trade Finance in An International Climate			\$430.00	\$530.00	1 Day		4			
6	Corporate Tax Planning: Maximising Tax Benefits			\$380.00	\$480.00	1 Day	28		16		
7	Effective Cash Flow Management Budgeting and Analysis			\$428.00	\$535.00	1 Day			9		
8	Effective Foreign Currency Management			\$428.00	\$535.00	1 Day	30		17		
9	Effective Uses of Letter of Credit Practices and International Trade			\$600.00	\$680.00	2 Days			8-9	19-20	
10	Advance Letters of Credit - Pitfalls in Letters of Credit in International Trade Finance			\$420.00	\$520.00	1 Day	30	10			
11	Financial Essential: Investing & Financing Fundamentals			\$428.00	\$535.00	1 Day		27			14
12	Understanding Trade Finance Laws and Resolutions in South East Asia			\$560.00	\$730.00	1 Day		14			
13	Import/Export Business & International Trade		e2i Funding (SG APPLIES)	\$600.00	\$680.00	1 Day		10-11			17-18
14	Incoterms 2010		e2i Funding (SG APPLIES)	\$390.00	\$640.00	1 Day		7		9	
15	Investment Law in Thailand	New!		\$285.00	\$385.00	1/2 Day	20				
16	Letters of Credit: An In-Depth Understanding for Importers and Exporters		e2i Funding (SG APPLIES)	\$640.00	\$1,050.00	2 Days	20-21	24-25		15-16	
17	Managing GST Effectively for Businesses			\$390.00	\$490.00	1 Day	30	26	23		13
18	Managing Procurement Agreements and Practical Tips		e2i Funding (SG APPLIES)	\$428.00	\$535.00	1 Day	2			12	
19	Understanding Anti-Corruption and Bribery Issues	New!		\$321.00	\$428.00	1 Day					7
20	Understanding Transfer Pricing			\$450.00	\$550.00	1 Day	23		2		
21	Understanding UCP 600 & ISBP 2013 - Letters of Credit Rules		e2i Funding (SG APPLIES)	\$680.00	\$1,040.00	2 Days					6-7
22	Understanding Withholding Tax and Its Implications			\$450.00	\$550.00	1 Day			16		
23	Unravelling Financial Statements: The Art of Interpreting Published Numbers			\$370.00	\$490.00	1 Day	21		2		10

#304: HR & PEOPLE MANAGEMENT

No.	PROGRAMMES			*Prices incl. GST		Duration	AUG	SEPT	OCT	NOV	DEC
				Association	Others						
1	Cross-Cultural Business Negotiation		e2i Funding (SG APPLIES)	\$420.00	\$530.00	1 Day				8	
2	Effective Business Negotiation Skills			\$390.00	\$490.00	1 Day	21		10		
3	High Performance Salesmanship			\$390.00	\$490.00	1 Day	28			26	
4	Intercultural Communication Skills			\$420.00	\$530.00	1 Day		26			
5	Winning In A Competitive Business Environment			\$390.00	\$500.00	1 Day	31				
6	Movie Minds: Situational Thinking & Exploring Your Minds for Decision-Making			\$490.00	\$590.00	1 Day	30				12
7	Overview of Employment Law in Vietnam	New!		\$285.00	\$385.00	1/2 Day		10			
8	Overview of Employment Law in Thailand	New!		\$285.00	\$385.00	1/2 Day		6			
9	Overview of Investment and Employment Law in Myanmar	New!		\$374.50	\$481.50	1 Day		5			
10	Employment Law in Singapore - The Important Aspects to Understand Hiring, Firing & Retention	New!		\$267.50	\$374.50	1/2 Day		11			

*e2i Funding - Participants can enjoy e2i course fee support of \$15/hour per pax upon completion of the workshop, subject to the following criteria:

- Participants are Singaporeans or Singapore Permanent Residents
- Participants and/or the Company do not receive any other government funding

All prices quoted are inclusive of GST.

*Terms & Conditions apply to various available funding.

All information are accurate at the time of print.

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INTERNATIONALISATION & CAPABILITY BUILDING PROGRAMMES

#305: LEGAL & COMPLIANCE

No.	PROGRAMMES		Association		Others		Duration	AUG	SEPT	OCT	NOV	DEC
			*Prices incl. GST									
1	[Internal Control Series] Introduction to Internal Controls: Importance of Internal Controls to Safeguard Your Company		\$428.00	\$535.00	1 Day		6					
2	[Internal Control Series] HR and Finance Processes		\$321.00	\$428.00	1/2 Day		14					
3	[Internal Control Series] Inventory and Fixed Assets Mgmt		\$321.00	\$428.00	1/2 Day		12					
4	[Internal Control Series] Managing Procurement Fraud and Corruption Risks		\$428.00	\$535.00	1 Day				9			
5	[Internal Control Series] Revenue and Receipts Processes		\$321.00	\$428.00	1/2 Day		11					
6	A Practical Approach to Understanding Business Law for Non-Legal Professionals		\$428.00	\$535.00	1 Day		14				5	
7	A Practical Approach to Understanding Company Law for Non-Legal Professionals		\$428.00	\$535.00	1 Day				2			
8	A Practical Approach to Vetting / Drafting Sales Purchases and Service Level Agreements		\$428.00	\$535.00	1 Day		10				1	
9	Essential Contract Law for Non-Legal Professionals		\$428.00	\$535.00	1 Day		2		4			3
10	Essential Techniques for Drafting & Vetting Non-Disclosure Agreement		\$428.00	\$535.00	1 Day						9	
11	New General Data Protection Regulation Requirements (GDPR)		\$430.00	\$560.00	1 Day		27			25		
12	Privacy that Enables Your Business - Personal Data Protection		\$430.00	\$560.00	1 Day			20			29	
13	The Practical Approach of Negotiating Commercial Contracts and Strategies		\$428.00	\$535.00	1 Day		14				8	
14	Vetting and Securing a Joint Venture Agreement		\$428.00	\$535.00	1 Day			26				4
15	International Procurement and Contracting: Buying Beyond the Borders		\$428.00	\$535.00	1 Day		21				15	
16	Implementing a Privacy Programme by a Data Protection Officer		\$430.00	\$560.00	1 Day						6	

#306: E-LEARNING

No.	PROGRAMMES	Association		Others		Duration	AUG	SEPT	OCT	NOV	DEC
		*Prices incl. GST									
BUSINESS CONTINUITY & EXCELLENCE											
1	Developing Business Proposals and Obtaining Deals in the SEA Market		\$360.00	\$410.00							
2	Raising Capital: The Process, The Players and Strategic Considerations		\$360.00	\$410.00							
3	Leverage Emotional Intelligence for Project Results (Dynamic E-Learning)		\$980.00	\$1,030.00							
4	Leading Across Cultures: Leadership, Management & Business Acumen (Dynamic E-Learning)		\$980.00	\$1,030.00							
5	Strategic Decision-Making in the International Market (Dynamic E-Learning)		\$835.00	\$935.00							
6	Understanding the Digital Marketing Landscape and the Customer Funnel (Dynamic E-Learning)		\$1,045.00	\$1,145.00							
7	Southeast Asia Market Mentoring Sessions (4 hours)		\$550.00	\$650.00							
FINANCE, TRADE FINANCE AND TAX MANAGEMENT											
8	Effective Budget & Cost Planning for Businesses		\$360.00	\$410.00							
9	Doing Business in Southeast Asia - Commercial Law, Legal & Tax Systems - Investment and Trade Laws - Key Regulatory Requirements Operating - Maximising Tax Benefits for Your Business		\$1,045.00	\$1,145.00							
10	Financing & Transaction Arrangements for International Trade		\$360.00	\$410.00							
11	Understanding Financial Statements (Dynamic E-Learning)		\$850.00	\$950.00							
12	Financing Models and Costs for Business Excellence		\$360.00	\$410.00							
HR & PEOPLE MANAGEMENT											
13	HR Management Strategies in SEA		\$335.00	\$385.00							
LEGAL & COMPLIANCE											
14	Local Labour Laws and Practices in SEA		\$335.00	\$385.00							
ICC ACADEMY E-LEARNING PROGRAMME											
Global Trade Certificate (GTC Certification accredited by International Chamber of Commerce)											
15	Introduction to Trade Finance		USD\$ 150.00								
16	Introduction to Documentary Credits		USD\$ 150.00								
17	Introduction to Guarantees		USD\$ 150.00								
18	Introduction to Collections		USD\$ 150.00								
19	Introduction to Receivable Finance		USD\$ 150.00								
20	Introduction to Distributor/Buyer Finance		USD\$ 150.00								
21	Introduction to Supply Chain Finance		USD\$ 150.00								
22	Introduction to Standby Letters of Credit		USD\$ 150.00								
23	Introduction to Trade Finance Sales		USD\$ 150.00								
24	Introduction to Cross Border Trade		USD\$ 150.00								
25	Introduction to Risk Distribution		USD\$ 150.00								
26	Introduction to Trade Finance Compliance		USD\$ 150.00								
27	Introduction to Capital and Pricing		USD\$ 150.00								
28	Introduction to Fraud & Reputational Risk		USD\$ 150.00								
Certified Trade Finance Professional (CTFP Certification accredited by International Chamber of Commerce)											
29	Export Finance		USD\$ 200.00								
30	Managing Trade Sales		USD\$ 200.00								
31	Digital Trade Finance & Fintechs		USD\$ 200.00								
32	Managing Trade Operations		USD\$ 200.00								
Export/Import Certification (EIC Certification accredited by International Chamber of Commerce)											
33	International Trade and Export-Import Transactions		USD\$ 150.00								
34	Export-Import Finance - Payment and Security Devices		USD\$ 150.00								
35	Global Business Management: Strategies and Structures		USD\$ 150.00								
36	International Business Transactions and Contracts		USD\$ 150.00								
37	International Logistics, Shipping and Sourcing		USD\$ 150.00								

The E-Learning Programme/s will be **accessible for 2 weeks** from the confirmed date of enrolment.

Please email to institute@sbf.org.sg to attain available dates and registration instructions.

For registration & information of E-Learning programmes, please contact:
E: institute@sbf.org.sg
T: 6701 1132

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For more information on how to align training with your Business Strategy, please email:
Jeffrey Kong - institute@sbf.org.sg

PROFESSIONAL CONVERSION PROGRAMME

FOR SOUTHEAST ASIA READY TALENTS

As part of the Adapt and Grow initiative to provide greater support for mid-career Professionals, Managers, Executives and Technicians (PMET) the Workforce Singapore (WSG) in collaboration with Singapore Business Federation (SBF) had developed the Professional Conversion Programme (PCP) for Southeast Asia Ready Talents.

This programme equips mid-career PMETs with the necessary competencies to take up roles in areas such as Sales & Marketing, Trade Finance, Accounts & Product Management and Supply Chain Management within Southeast Asian region.

The duration of the PCP is one-year and it consists of a combination of On-The-Job Training (OJT) with the hiring company, and 90 hours of training, mentoring and networking sessions. The unique aspect of this PCP is that the trainee is able to customise his/her training programme through the array of modules offered by SBF.

For more information please contact:

Eady Ng | Jeffrey Kong
E: institute@sbf.org.sg
T: 6827 6867 | 6701 1137

FUNDING

The hiring company will receive the following funding:

Programme Fee Subsidy

CRITERIA	WSG FUNDING
For Singaporeans (< 40 years old) or Singapore Permanent Residents	Up to 70% course fee funding #
For Singaporeans (> 40 years old) and/or Singaporeans sponsored by SMEs	Up to 90% course fee funding #

funding caps may apply

Salary Support Funding

CRITERIA	WSG FUNDING
For Singaporeans (< 40 years old) or Singapore Permanent Residents	70% of trainees' monthly salary (subj. to a cap of \$4,000 per mth)
For Singaporeans (> 40 years old) or Singaporeans who are at least 6 months unemployed	90% of trainees' monthly salary (subj. to a cap of \$6,000 per mth)

The PCP for Southeast Asia Ready Talents is supported by:



CERTIFICATE PROGRAMME IN ASSOCIATION MANAGEMENT

READY TO TAKE YOUR ASSOCIATION MANAGEMENT CAREER TO THE NEXT LEVEL!

Singapore Business Federation (SBF) and American Society of Association Executives (ASAE) developed and localised the Certificate Programme in Association Management (CPAM) to assist association executives build competencies they need to effectively manage associations. Attend all 5 modules for a full certificate.

TAKEAWAYS

- Be a key leader in Your association
- Acquire effective association governance tools to provide a framework for both Yourself and the association
- Illustrate the various roles and relationships of Your role within the association governance structure
- Examine core issues and trend within association management
- Practical and essential leadership skills in conflict management
- Reinforce Your commitment to association career

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