

Training



	Description	Cat	SMO Members	Non Members
	8hr Critical Communication for Success Skill	T1	\$89	\$388
	8hr Creative Problem Solving	T2	\$89	\$388
	8hr Effective Presentation	T3	\$89	\$388
	8hr Emotional Interlligence	T4	\$98	\$488
	8hr Improve Your Memory	T5	\$98	\$488
	8hr Mastering Body Language Skills	T6	\$98	\$488
	8Hr Anger Management	T7	\$98	\$488
	8hr Microsoft Exel 2021 (Essential) participant to bring own laptop with Ms Excel Installed	T10	\$58	\$288
	8hr Microsoft Exel 2021 (Dashboard) participant to bring own laptop with Ms Excel Installed	T11	\$78	\$388
	Basic Conversational English (Monthly) for foreign worker	T15	\$58	\$98
	Quranic Class (Monthly)	T16	\$58	\$98

NOTE : Refer to our training schedule in SMO.sg website

THINKING OUT OF THE BOX

Today's global marketplace provides challenges for every type of business or organization. A key to meeting these challenges is to embrace "thinking outside the box", to tap into the personal creativity of each employee and to manage that creativity to produce innovative solutions.

Participants will:

- Explore tools and models of creativity and innovation
- Discover their own personal creativity
- Understand the different creative roles
- Identify creative strengths and weaknesses

MASTERING BODY LANGUAGE

Body language plays a crucial role in human communication. It is a non-verbal form of expression that can convey emotions, attitudes, and intentions without uttering a single word. Understanding and utilizing body language effectively can significantly enhance our ability to communicate in business and social settings.

Participants will:

- Understand non-verbal cues, decoding facial expressions and gestures, and considering cultural differences.
- Develop positive body language, projecting confidence and assertiveness, and using body language effectively in different settings like interviews and public speaking.
- Learn to read others' body language, build rapport through mirroring and open postures, and engage in active listening.

ANGER MANAGEMENT

Keeping your cool in an angry world. A key to meeting these challenges is to enable you to control your emotional outbursts when it matters.

Participants will:

- Understand anger
- Manifestation of anger
- The cost of anger
- Manage anger

MICROSOFT EXCEL

A comprehensive training program designed to teach you the fundamental skills and techniques needed to effectively utilize Microsoft Excel, a powerful spreadsheet software. The training covers a wide range of topics, from basic spreadsheet concepts to more advanced functions and formulas.

Participants will:

- Understand the basic concepts of spreadsheets
- Create and format spreadsheets
- Use formulas and functions
- Work with data tables
- Create charts and graphs
- Use advanced data analysis techniques
- Collaborate and share spreadsheets
- Automate tasks and macros