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ESP Employability Training (EET)

ICDL Word

ICDL Excel

ICDL Powerpoint

Digital Skills Enabling Training (DSET)

Telephone Skills Training

Admin Skills Training

Communication Skills

ESP Employability Training (EET)

Objective:

This is an employability training module to prepare those newly enrolled into the Employment Support Programme (ESP) for future employment through structured employability enhancement training.

- Examine your reasons for working.
- Discuss challenges that PWDs face in employment.
- Evaluate your past job (or job-finding) experience.
- Identify your barriers to work.
- Discover ways to manage or overcome these barriers.
- Recognize the importance of resilience.
- Discuss how to stay relevant in the workforce.

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$116.30 after SG Enable

funding

ICDL Word

Objective:
At the end of the course, trainees should be able to create, edit, and enhance standard business documents using Microsoft Word.

Using the Application
- Working with Documents
- Enhancing Productivity

Document Creation
- Enter Text
- Select, Edit

Formatting
- Text
- Paragraphs
- Styles

Objects
- Table Creation
- Table Formatting
- Graphical Objects

Mail Merge
- Preparation
- Outputs

Prepare Outputs
- Setup
- Check and Print

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$220.60 after SG Enable funding

ICDL Excel

Objective:
At the end of the course, trainees should be able to use the basic features of spreadsheet programme to perform tasks for a variety of purposes.

Using the Application
- Working with Spreadsheets
- Enhancing Productivity

Cells
- Insert, Select
- Edit, Sort
- Copy, Move, Delete

Managing Worksheets
- Rows and Columns
- Worksheets

Formulas and Functions
- Arithmetic Formulas
- Functions

Formatting
- Numbers/Dates
- Contents
- Alignment, Border Effects

Charts
- Create
- Edit

Prepare Outputs
- Setup
- Check and Print

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$220.60 after SG Enable funding

ICDL PowerPoint

Objective:
At the end of the course, trainees should be able to use basic functions to create and manage output of a presentation.

Using the Application
- Working with Presentation
- Enhancing Productivity

Developing a Presentation
- Presentation Views
- Slides
- Master Slide

Text
- Handling Text
- Formatting
- Lists
- Tables

Charts
- Using Charts
- Organisation Charts

Graphical Objects
- Insert, Manipulate
- Drawing

Prepare Outputs
- Preparation
- Check and Deliver

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$220.60 after SG Enable funding

Digital Skills Enabling Training (DSET)

Objective:
This module covers topics such as job search, resume writing and interviewing skills, which equips the candidates with skills to do job seeking through the use of computer and Internet.

Job Search
- What are job descriptions
- Local job market
- Understand the local job market
- Guide on how to navigate and search in job bank websites
- Manage job expectations

Resume Writing
- Why the need for a resume
- What employers are looking for in a resume
- Crafting cover letters and CVs for specific jobs

Interviewing Skills
- Understand the concept and purpose of a job interview
- Learn how to prepare for a job interview
- Develop strategies for a good job interview
- Interview skills role play

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$136.40 after SG Enable funding

Telephone Skills Training

Objective:
This module aims to prepare trainees in projecting a professional image over the phone and develop various skillsets, such as good listening techniques, basic telephone etiquette and effective communication.

Telephone Etiquette
- Basic listening skills
- Do's and Don'ts

Effective Communication
- Communication model
- Noise in communication
- Communication styles

Role-play

Group activities

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$139.90 after SG Enable funding

Admin Skills Training

Objective:
This training aims to prepare trainees in performing the core skills of administrative support personnel, including file management, photocopying and scanning of documents, as well as inventory management.

File Management
- Filing of physical copy
- Photocopying documents
- Scanning documents
- Sorting in relevant folders

Internet Research
- Information search using Google
- Image search using Google

Introduction to Photocopying and Scanning
- Photocopying
- Scanning
- Document preparation for photocopying and scanning

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$214.40 after SG Enable funding

Communication Skills

Objective:
This module aims to prepare trainees in understanding and applying digital communication skills for work purposes. The training also covers areas of accessing government digital services and cyber security which essential to working in the digital world.

Introduction to Desktop

Introduction to Mobile Devices

E-Communications

Connecting through social media

Communicating with others

Online Meeting Software Tools

Online Storage

Online Collaborative Tools

Accessing Government Digital Services

Cyber Security & Staying Safe Online

Course Language: English

Media of Training: On-site

Course Fees: Net fee of *$214.40 after SG Enable funding