

SPEC SHORT COURSES

Be Rewarded with \$10 NTUC-Fairprice voucher when you participate in any SPEC courses supported by NSA in October to December 2022.
(Valid for sign up during NSA Virtual Roadshow period)

Fees Payable After Subsidy by NSA*: \$45.00 (1-day course)

*NSA course fee subsidy applicable for Singaporeans and PRs aged 50 & above. Remaining fee payable by SkillsFuture Credit.



Harness the Power of Active Listening

Listening is the foundation of communication and a critical skill needed in the workplace and business environment. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Improve your listening skills by knowing how to discern hidden messages, kick distracted tendencies, listen in emotional situations or groups, and increase information flow to enhance productivity. As a result, you will be able to receive messages clearly, build good rapport with others, avoid mistakes due to miscommunication, and create more positive work environment.

Course Date: 18 October 2022

[< Click to Register Online >](#)

Logical and Creative Decision Making

Designed to help you understand the components of logical thinking and how to avoid blocks to logical thinking. It will help to increase your ability to make decisions confidently by thinking more creatively and independently, make better decisions by problem solving systematically, identify the value of ideas and reach well-reasoned conclusions when making decisions in various work and non-work situations. Acquiring these skills will enable seniors to have better quality of life and enhance their social interactions.

Course Dates: 28 October 2022

[< Click to Register Online >](#)



Developing Personal Work-Life Effectiveness

Since the onset of the pandemic, most of us who work from home are working longer and harder which inevitably caused our work and personal life to become intertwined and interdependent. Therefore, it is important for us to understand and be able to manage our workplace and personal work-life issues effectively. The course aims to create a positive awareness of the importance of work-life initiatives that will not only benefit individuals but organizations too.

Course Date: 31 October 2022

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For course enquiry, email to marketing@spec.org.sg
or contact via [mobile 80318318](tel:80318318)

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