

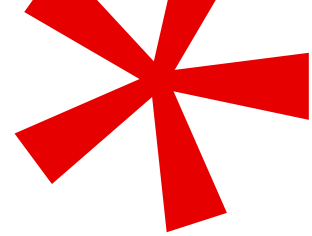
e-Learning Solutions by Cegos



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BEYOND KNOWLEDGE*



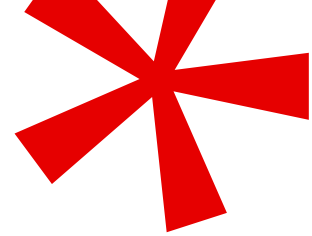
Cegos e-Learning

Cegos is an award-winning content provider with a vast range of e-Learning options. Our library of modules is designed by a team of instructional designers and pedagogical learning experts to provide a highly interactive and simulating experience – encapsulating the knowledge we’ve gained from delivering training around the world for more than 90 years.

The Cegos e-Learning difference:

- * Pedagogical approach throughout the entire design and development phase
- * Modules specially designed with the Learner in mind
- * Technology enabling the delivery of engaging and personalised learning experience





Each of our modules provide:
Real-life situations and cases based on today's workplace



Entertaining, interactive learning experiences averaging 30 minutes each



Learning sequences that learners can stop and start as they like, without losing track



Access to online resources



Hosting on your LMS, or learn through LearningHub@Cegos

Benefits to your Organisation & your Learners



Productivity

People need to be productive at work and productive while learning.
More flexible learning solution.



Leverage

More inclusive - More people having access to learning more of the time.



Cost Avoidance

Helping you to manage your costs better by reducing traditional classroom time and introducing new forms of learning, bringing your per head cost down.



ROI from Day ONE

Optional competency based self-assessment pre and post the e-Learning.
Measurable impact from Day 1.

Off the shelf e-Learning catalogue (available in HTML5)

Management & Leadership

Fundamentals of management

- Making a success of your first management
- The management styles
- Fostering and maintaining motivation
- The situational skills of the manager
- The relational skills of the manager
- The emotional skills of the manager

Advanced management skills

- Guiding team and individual actions
- Becoming a manager / coach
- Effective decision making
- Handling emotions within your team
- Being persuasive in management

Professional Efficiency

Oral Communications

- Identify your communication style
- Successfully adapt your message
- Evade trick questions at meetings

Time and Information Management

- Considering how you spend your time
- Focusing on your priorities
- The 12 guidelines of effective time management
- Dealing with time consuming tasks
- Strategic time management
- Focusing on your key priorities
- Increasing your productivity in a fast-paced world
- Harnessing time differences to boost effectiveness

Applied Personal Development

Personal Development

- Improving communication by adapting to others
- Handling stress
- Assertiveness: know your profile
- Assertiveness: Toolkit

Interpersonal effectiveness

- The 3 pillars of interpersonal excellence
- Developing an interpersonal communication strategy
- Knowing yourself better to communicate better
- 3 routes to good communication
- 3 essential levers for building a winning co-operation

Dealing with emotions and conflict

- Impact of emotions in the workplace
- Controlling your emotions

Human Resources

Successful performance review interviews

- Preparing the annual performance review

Commercial

Customer relations

- Customer relationship: the stakes
- Customer relationship: building trust
- Customer relationship: practicing active listening
- Developing loyalty through customer relationships

Sales

- The art of persuading through listening
- Convincing customers with a winning offer

Project Management

Project Management

- Project management essentials
- The project framework
- Project planning
- Drawing up a project budget
- Anticipating project risks
- From needs to Project

Quality - Safety - Environment

Tools for Handling and Solving problems

- Problem solving tools and methods

Pricing (in SGD)

No. of learners	No. of modules			
	05	10	15	20
0 to 50	3,000	5,000	7,000	9,000
100	5,000	7,000	9,000	11,000
150	7,000	9,000	11,000	13,000
200	9,000	11,000	13,000	15,000
		22% savings	44% savings	66% savings

Focus modules

We understand the growing demand for high quality learning in today's workplace. That's why we have designed a collection of curriculum bundles for specific skills your employees need.

The Focus modules feature:



Situational training: allowing learners to focus on developing a **specific skill** given a situation in the workplace



Video branching concept: learners learn by analysing the situation (via MCQs) and receive feedback on their decision



Quick and effective way of learning (average duration: 10 minutes)

Available modules

Management & Leadership
1. Giving positive and constructive feedback
2. Grow to empower your team members
Professional Efficiency
3. Public Speaking: Managing the Q&A
4. Time Management: Dealing with urgent requests
5. Facilitate effective meetings
Project Management
6. Project Management: mobilizing team members
7. Lead meetings remotely
8. Remote Management: effective ways to communicate with team members
9. Remote Management: handle poor performing employees
10. Facilitating a project steering committee meeting
11. Facilitating a brainstorming session
12. Develop and implement an action plan

Pricing (in SGD)

No. of learners	No. of modules	
	06	12
0 to 50	3,000	5,000
100	5,000	7,000



Intensive Training modules

A mobile-first and user-friendly e-Learning module that focuses on one specific skill.

The Intensive Training modules feature:



A short recap of the skill being developed



One example / case study demonstrating how the skill can be used



Average duration:
7 – 10 minutes



An intensive learning approach: the learner will be asked to make decisions and apply the skill across a series of 4 to 10 working situations



Feedback: learners will receive immediate feedback after every decision is made and reflect on the right behaviour to adopt in future

Available modules

Applied Personal Development	
1. Develop your assertiveness – Level 1	
2. Develop your assertiveness – Level 2	
3. Develop your assertiveness – Level 3	
4. Managing objections – level 1	
5. Managing objections – level 2	
6. Managing objections – level 3	
7. Asking for feedback	
Professional Efficiency	
8. Curing work overload	
9. Conducting the negotiation process – Level 1	
10. Conducting the negotiation process – Level 2	
11. Conducting the negotiation process – Level 3	
12. Obtaining the support of your interlocutors	
13. Giving positive and constructive feedback	



Focus vs Intensive modules:

In an **Intensive** module, learners view the method, followed by an example and then 15 different situations to train the learners. Hence, the application part is more intense compared to **Focus** modules.

Pricing (in SGD)

	No. of modules	
No. of learners	06	13
0 to 50	3,000	5,000
100	5,000	7,000



Your Performance Learning Partner

Power Up Professional Skills on the Job



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