

Work Readiness Skills Training (Essential Soft Skills for Work Readiness)

Funded under SG Enable Training Grant

S/N	Course	Course Description	Course Fee After Subsidy	Duration (Hours)	Area of Training	Training Provider	Training Provider's Contact
1	Introduction to Workplace Readiness and Career Skills (L1)	<p>This module prepares participants for the workplace by developing foundational skills in professional behaviour, personal responsibility, goal setting, career exploration, and leadership. Participants learn to distinguish and demonstrate appropriate behaviours, understand the consequences of inappropriate actions, follow instructions, complete tasks effectively, and set simple goals. They explore career pathways by recognising personal strengths, interests, and available guidance, while also learning about career progression, feedback, and upskilling opportunities. Through practical, scenario-based learning, participants build confidence, independence, and readiness to engage successfully in work, community, and social settings.</p>	\$22.50	10	Personal Development	A Kind Place Pte Ltd	8757 8049 hello@akindplace.co
2	Critical Soft Skills for Employment: Managing Stress at Work	<p>This course teaches autistic adults practical stress management techniques applicable in workplace settings. It focuses on recognizing stress signals and implementing evidence-based coping strategies to enhance workplace performance and well-being.</p> <p>Upon completion of the training workshop, participants should be able to:</p> <ul style="list-style-type: none">- Recognize personal signs of stress and its impact at work.- Use practical strategies to manage stress in daily work situations..- Apply preventive tools to reduce workplace stress.- Identify when to seek professional support.- Create a personalized stress management plan.	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg

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3	Critical Soft Skills for Employment: Workplace Communication	<p>This course is designed for autistic adults to develop essential communication and social skills for the workplace. It covers the importance of receptive and expressive communication, provides a framework for planning communication in various workplace scenarios, and includes practical exercises and role-playing to build confidence and effectiveness.</p> <p>Upon completion of the training workshop, participants should be able to:</p> <ul style="list-style-type: none"> - Recognize the importance of effective communication at the workplace. - Identify the components of expressive communication framework . - Apply the expressive communication framework to workplace / practice scenarios. - Identify the components of receptive communication framework. - Apply the communication frameworks to workplace / practice scenarios. 	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg
4	Critical Soft Skills for Employment: Organisation and Time Management at Work	<p>This course is designed for autistic adults to develop essential organisation and time management skills for the workplace. It covers practical strategies for managing time effectively and organizing physical and digital workspaces.</p> <p>Upon completion of the training workshop, participants should be able to:</p> <ul style="list-style-type: none"> - Explain why Organisation and Time Management is important in a work context. - Describe Organisation and Time Management skills and tools. - Apply Organisation and Time Management (i.e. Prioritization; Planning; Org workspace; Org work tasks) tools in both scenarios as well as real life. - Analyze use of Prioritization and Planning tools during the Take Home. 	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg

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5	Personal Leadership: Building Self-Awareness	<p>Understanding ourselves is a necessary skill in today's dynamic and competitive landscape. Whether you are striving for career progression, seeking fulfilment in your personal pursuits, or navigating the intricacies of independent living, self-awareness serves as the compass guiding you toward your aspirations. This workshop is designed for adults on the autism spectrum who:</p> <ul style="list-style-type: none"> - Want to gain a deeper understanding of themselves. - Want to take steps towards upgrading their personal leadership skills. - Want to improve their independent living and employment outcomes through deeper self-awareness and improved personal leadership. 	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg
6	Career Preparation: Resume & Interview Essentials	<p>This course is designed for individuals who are preparing to look for a job. Learners will build the skills to present themselves confidently to potential employers through effective resume writing and interview techniques. Learners will learn how to write a clear, professional resume that highlights their strengths, experiences, and achievements in a way that matches job requirements. They will also learn strategies to prepare for interviews, including how to answer common questions, showcase their abilities, and manage stress during the process.</p>	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg
7	Career Preparation: Career Profiling & Job Search	<p>This course is designed for individuals who are preparing to look for a job. Learners will gain skills and tools to make informed choices about their career paths. Learners will explore their personal strengths, interests, and work values to gain a clearer understanding of their unique abilities and potential contributions in the workplace.</p>	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg

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8	Professional Office Skills: Meeting Etiquette	This course is designed for individuals currently in an office role or those seeking employment in an office setting. Learners will gain practical knowledge and skills to participate effectively and professionally in workplace meetings. Through interactive activities and role-play, participants will learn how to prepare for meetings, contribute appropriately, take useful notes, and follow up on action items. The course also covers unspoken social rules such as when to speak up, how to show attentiveness, and how to communicate respectfully with colleagues and supervisors so learners can build confidence and make a positive impression in professional settings.	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg
9	Professional Office Skills: Business Writing	This course is designed for individuals currently in an office role or those seeking employment in an office setting. Participants will learn essential business writing skills needed to communicate clearly, professionally, and effectively in the workplace. The course covers a range of practical writing tasks, from emails to meeting minutes and reports, helping learners to structure information logically, convey their ideas with clarity, and apply appropriate professional tone. Through interactive activities and guided practice, learners will gain confidence in producing written documents that meet workplace standards and support effective teamwork.	\$13.50	7	Personal Development	Autism Resource Centre (Singapore)	lina.kam@autism.org.sg

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10	Effective Communication and Self-Advocacy	<ol style="list-style-type: none"> 1. Introduce types of communication (verbal and non-verbal) 2. Introduce concept of non-verbal communication/body language 3. Introduce communication techniques including active listening, non-verbal communication, check for understanding, seeking and providing feedback 4. Guide learners on initiating and participating in conversations 5. Explain the common words and phrases used in work context 6. Guide learners on how to make requests basing on one's context and settings. 7. Explain the difference between needs and wants 8. Explain on accommodations for disabilities and types of accommodations in work context 9. Guide the learners on communication strategies to use in voicing out one's needs 10. Introduce the concept of negotiation 11. Guide the learner on identifying situations that warrants a negotiation 12. Guide the learner on techniques of negotiation in the workplace 	\$36.50	16	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg
11	Financial Literacy	<ol style="list-style-type: none"> 1. Learn to recognise money and understand what money is used for. 2. Learn to practice paying for food and receiving change 3. Learn to make basic spending decisions and practise saving. 	\$18.50	8	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg
12	Cybersecurity Awareness	<ol style="list-style-type: none"> 1. Understand the difference between the internet and different social media platforms 2. Learn how to identify falsehoods and fake news 3. Learn to protect yourself and your organisation against scams and phishing 4. Learn how to apply the appropriate steps in password protections, and protecting personal data and use of best practices against computer viruses 	\$19.00	8	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg

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13	Developing Problem Solving Skills	<ol style="list-style-type: none"> 1. Learn what are problems and challenges 2. Understand the types of problems and challenges that may arise at the workplace 3. Learn the steps to problem solving 4. Applying the steps of problem solving 5. Identify the resources that may be tapped on at the workplace to manage the problem faced 	\$19.00	8	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg
14	Resume Writing & Interview Preparation	<ol style="list-style-type: none"> 1. Know the job landscape and job opportunities that could be available 2. Know job search avenues 3. Identifying your skills, abilities, interests and past work experiences 4. Identify job roles that could be suitable 5. Match your skills, abilities, interests and past work experiences to the potential job role 6. Know the interview process 7. Prepare for interview 8. Know purpose of resume and resume format 9. Crafting your resume to target for job application 10. Apply for jobs through job portals 11. Identifying areas of skills upgrading 	\$42.75	20	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg

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15	Interact with Others and Work in Teams	<ol style="list-style-type: none"> 1. Introduction on basic social interaction at the workplace 2. Learn words and phrases used in different settings at the workplace 3. Learn the boundaries in different settings at the workplace <ul style="list-style-type: none"> -Space and physical boundaries -Communication boundaries -Time boundaries -Social boundaries (Professional vs. personal relationships) 4. Introduction to teams and workgroups at the workplace 5. Introduction to routines and tasks at the workplace 6. Learn the use of visual schedules and task boards to support completion of work tasks 7. Introduction to teamwork 8. Active participation in assigned tasks and complete assigned responsibilities as part of a team 	\$17.75	8	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg
16	Managing Emotions at the Workplace	<ol style="list-style-type: none"> 1. Learn the different types of emotions 2. Know the importance of regulating one's emotions at the workplace 3. Learn what is trigger and the emotions that may result from triggers 4. Learn techniques to regulate emotions 5. Recognise emotions of co-workers and others at the workplace 6. Respond to others in conversations and interactions at the workplace 	\$19.00	8	Personal Development	Bizlink Centre Singapore	6449 5652 training@bizlink.org.sg

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17	Build your Confidence, Effectiveness, and Courage to Communicate and Advocate	This is a practical and empowering course designed to support persons with disabilities (PWDs) in building effective communication and self-advocacy skills for everyday life, education, and work. Participants will learn how to express their needs, preferences, and strengths with clarity and confidence, while developing the courage to speak up for themselves in a respectful and constructive manner. Through interactive activities, real-life scenarios, and guided practice, the course covers key areas such as assertive communication, understanding personal rights and responsibilities, requesting support or accommodations, managing difficult conversations, and making informed choices. Emphasis is placed on recognising one's own abilities, building self-confidence, and navigating conversations with peers, educators, employers, and service providers.	\$45.75	21	Personal Development	Inclus Pte. Ltd.	8195 8051 hello@inclus.sg
18	Thriving Through Change with Good Adaptability and Time Management	This is a course designed to help participants navigate change effectively while managing their time with greater confidence and control. In today's fast-changing environments, the ability to adapt, prioritise, and stay organised is essential for maintaining productivity, well-being, and independence. Participants will learn practical strategies to adjust to new situations, manage shifting expectations, and respond constructively to challenges. The course covers key topics such as planning and prioritisation, adjusting routines, handling disruptions, and developing flexible problem-solving skills. Emphasis is placed on applying these skills to real-life contexts, including work, education, and daily living. Through guided activities, relatable scenarios, and reflective practice, participants will build resilience, improve time awareness, and develop adaptable habits that support sustained performance and confidence.	\$45.75	21	Personal Development	Inclus Pte. Ltd.	8195 8051 hello@inclus.sg

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19	Develop Your Work-Readiness to be Future-Ready	This is a practical course designed to equip participants with the knowledge, skills, and confidence needed to prepare for employment and plan for long-term career growth. The course focuses on building strong work readiness foundations while supporting participants to make informed decisions about their career pathways. Participants will explore key areas such as understanding workplace expectations and behaviours, preparing interviews, navigating transitions into work, and leadership skills. The course also introduces career planning concepts, goal setting, and strategies for adapting to changes in the labour market. Through interactive activities, real-world scenarios, and guided reflection, participants will gain greater clarity about their career goals, improve their job readiness, and develop a forward-looking mindset for sustainable career development.	\$52.63	28	Personal Development	Inclus Pte. Ltd.	8195 8051 hello@inclus.sg
20	Grow Your Financial Literacy Towards Financial Independence	This is a practical course designed to help participants develop the knowledge and skills needed to manage their money confidently and make informed financial decisions. The course focuses on building everyday money management skills that support financial stability, independence, and long-term well-being. Participants will learn key concepts such as budgeting and expense tracking, understanding income and payslips, saving and goal setting, managing bank accounts, and making informed spending choices. The course also introduces basic financial planning topics, including debt awareness, responsible use of credit, and protecting oneself from financial risks. Emphasis is placed on applying these skills to real-life situations, such as managing monthly expenses, planning for short- and long-term goals, and responding to financial challenges. Through guided activities, practical examples, and relatable scenarios, participants will build financial confidence, improve decision-making, and develop healthy money habits.	\$45.75	21	Personal Development	Inclus Pte. Ltd.	8195 8051 hello@inclus.sg

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21	Digital Literacy Essentials for Staying Safe Online	This a practical course designed to equip participants with the knowledge and confidence to navigate the digital world safely and effectively. In today's increasingly technology-driven environment, digital skills are essential for communication, accessing information, and participating fully in education, work, and daily life. Participants will learn fundamental digital skills such as using smartphones; navigating the internet and online services; managing digital communication; using productivity tools; and practicing online safety and security. The course also introduces practical applications of technology for everyday life, including online banking, accessing government services, and using social media responsibly. Through hands-on activities, real-life scenarios, and guided practice, participants will develop digital confidence, problem-solving skills, and the ability to use technology independently.	\$40.75	21	Personal Development	Inclus Pte. Ltd.	8195 8051 hello@inclus.sg

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22	Tourism Soft Skills Training	<p>Effective Communication Skills and Presentation Skills: Learn clear communication strategies for face-to-face, phone, and email interactions, and develop active listening skills to understand customer needs. Build confidence in self-advocacy for personal disability needs in the workplace, and communicate clearly about accessibility requirements for employees and tourists with disabilities.</p> <p>Interpersonal Skills: Develop techniques for building rapport and creating a welcoming environment for tourists, and practice positive interactions with diverse clientele. Learn effective team collaboration strategies, and practice clear communication and information sharing with colleagues.</p> <p>Problem-Solving Skills in Tourism: Develop critical thinking skills to address customer concerns, problems and challenges, and practice finding inclusive and accessible solutions to achieve a win-win scenario.</p> <p>Scenario-Based Training: Integrate role-playing for real-world tourism scenarios, adapting them to address challenges faced by employees with disabilities, and practice communication, problem-solving, and conflict resolution in these simulations.</p>	\$38.00	16	Service Excellence	Ludus Lab Private Limited	8876 6131 hello@luduslab.sg

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23	Functional Numeracy & Literacy for Everyday Activities	<p>The course is explicitly aligned to Domain 11: Numeracy and Language Literacy of the Enabling Skills and Competencies Framework (Persons with Disabilities), which defines the domain as the ability to use language and mathematical information to make informed decisions to participate in society. As a pre-employment programme, this course focuses on developing foundational enabling skills that support participation in training, readiness programmes, and workplace-like routines.</p> <p>Rather than teaching numeracy and literacy as academic subjects, the programme adopts a Functional Participation model, where numbers, words, and written information are taught strictly as tools for understanding instructions, interpreting information, and carrying out actions in context. Learning is structured around familiar, high-frequency scenarios such as supermarkets, cafés, dining settings, and household environments, which are used solely as contexts for practising information recognition, comprehension, and task-following, rather than as independent living or vocational skill training.</p>	\$20.00	9	Education and Training	MIJ Training & Consultancy LLP	farah.nadia@mijhub.com
24	My Money, My Choices: Everyday Financial Skills	<p>The course focuses on functional, real-world money management, rather than abstract financial numeracy or literacy. Participants learn to make informed spending choices, manage personal budgets, practise safe money-handling behaviours, understand basic work-related pay concepts (including CPF), and demonstrate appropriate help-seeking and self-advocacy when financial issues arise.</p> <p>This programme is intentionally designed for learners who benefit from hands-on learning, guided practice, repetition, visual support, and role play. Classroom-based delivery allows facilitators to model skills, scaffold decision-making, and provide immediate feedback—approaches that are especially effective for adults with intellectual and developmental disabilities.</p>	\$28.00	12.5	Education and Training	MIJ Training & Consultancy LLP	farah.nadia@mijhub.com

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25	Thriving At Work	<p>The course is aligned to the Enabling Skills and Competencies Framework (Persons with Disabilities) and focuses on developing foundational pre-employment competencies that support effective adjustment to workplace environments. It addresses common challenges faced by adults with disabilities at the pre-employment stage, particularly in understanding workplace expectations, demonstrating appropriate behaviour, communicating effectively, adapting to routines and feedback, and functioning reliably within structured work settings.</p> <p>Rather than focusing on job-specific or technical skills, Thriving At Work concentrates on behavioural and adaptive competencies that underpin employability and employment retention across industries. The course makes explicit the often “unwritten” rules of the workplace and provides structured opportunities for participants to practise appropriate behaviours in a supportive, work-simulated environment.</p>	\$19.00	9	Education and Training	MIJ Training & Consultancy LLP	farah.nadia@mijhub.com
26	Ace Your Resume & Interview	<p>Build essential communication and self-presentation skills to support confidence in social interactions and structured environments.</p> <p>Resume writing and interview preparation to strengthen self-presentation and readiness for structured environments.</p>	\$33.00	21	Personal Development	SPD Ltd	esptraining@spd.org.sg
27	Admin Skills Training	<p>Develop practical organisation and service skills that encourage responsibility, teamwork, and positive interpersonal habits.</p> <p>Administrative support skills, structured task management, organisation, teamwork, and practical service-related work habits.</p>	\$52.50	35	Personal Development	SPD Ltd	esptraining@spd.org.sg

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28	AI & Digital Tools	Equip learners to navigate everyday technology for managing personal tasks, accessing services, and engaging online safely and effectively. Use of AI and digital tools for work and daily living; building confidence in everyday technology and safe online engagement.	\$52.50	35	Personal Development	SPD Ltd	esptraining@spd.org.sg
29	ICDL Excel	Equip learners with spreadsheet skills to navigate everyday technology and manage personal or work-related tasks more effectively. ICDL Spreadsheets module covering spreadsheet use, digital task management, and practical technology application.	\$52.50	35	Personal Development	SPD Ltd	esptraining@spd.org.sg
30	ICDL PowerPoint	Equip learners with presentation software skills to communicate ideas and engage more confidently in digital environments. ICDL Presentation module covering slide creation, presentation skills, and effective use of everyday digital tools.	\$52.50	35	Personal Development	SPD Ltd	esptraining@spd.org.sg
31	ICDL Word	Equip learners with word processing skills to manage documents and navigate everyday technology with greater independence. ICDL Word Processing module covering document creation, editing, formatting, and practical digital literacy skills.	\$52.50	35	Personal Development	SPD Ltd	esptraining@spd.org.sg
32	Working with Money, Time and Rules	Working with Money, Time and Rules supports learners in developing practical self-management skills that underpin independence and readiness for structured environments.	\$50.00	21	Personal Development	Spedgrow Pte Ltd	info@spedgrow.com