

Enjoy **FULL COURSE FEE ABSORPTION*** by SSTI on most programmes taking place in January 2011! (Click on course titles for details.)

COURSE TITLES	CLOSING DATES	COURSE DATES
Eldercare: Working with the Elderly along the Continuum of Care	30 November 2010	4 - 5 January 2011
Qualitative Research Methods & Analysis	30 November 2010	4 - 6 January 2011
Financial Accounting and Application for Non-Finance Professionals of NPOs	1 December 2010	5 January 2011
Board Accountability: Risk Management and Controls for NPOs	30 November 2010	7 January 2011
Making \$ense of Fund Raising	3 December 2010	7 January 2011
Eldercare: Case Management using Action Learning Approach	3 December 2010	7 January 2011
Programme Planning: From Needs Assessment to Evaluation	1 December 2010	7 - 8 January 2011
Mentoring Youths Effectively: An Introduction (For Volunteers)	27 November 2010	8 January 2011
SMPNP (Core): Understanding the Regulations and Code of Governance for Charities and IPCs	8 December 2010	8 January 2011
Eldercare Using the Creative Arts in Therapy – Understanding and Programme Planning [Former Title: Eldercare Using the Creative Arts in Therapy – Understanding and Programme Planning with the Elderly]	6 December 2010	10 - 11 January & 21 February 2011
Employee Performance Management System that Works!	7 December 2010	11 - 12 January 2011
Counselling Skills and Practice : Intermediate	29 November 2010	11 - 12 January 2011
An Understanding of the Employment Act and its Practical Applications to NPOs	9 December 2010	13 January 2011
Governing Instruments for Charities and IPCs	7 December 2010	14 January 2011
Introduction to Internal Controls Guidelines & Applications	10 December 2010	14 January 2011
Charity Regulations & Governance Best Practices (Mandarin)	8 December 2010	15 January 2011
Developing and Sustaining Social Enterprises	13 December 2010	17 - 18 January 2011
Management of Family Violence: Group Work with Men in Recovery	29 November 2010	17 - 19 January 2011
Oro-Motor Assessment and Intervention Strategies for Children with Feeding Problems	26 November 2010	18 - 19 January 2011

* **Due to limited capacity, each agency may register only 2 staff to attend the workshop on a first-come-first-served basis. Priority will be given to VVO staff working in related area.**

FULL COURSE FEE will be imposed for any no show.

COURSE TITLES	CLOSING DATES	COURSE DATES
Eldercare: Understanding of Music Therapy in Geriatric Long-Term Care Setting	30 November 2010	17 & 24 January 2011
Developing Business Plans for Social Enterprises	13 December 2010	19 January 2011
Juvenile Law for Social Service Professionals	15 December 2010	19 January 2011
Developing Your Coaching and Mentoring Skills for NPO Managers	16 December 2010	20 - 21 January 2011
Disability and Transitions	25 November 2010	20 - 21 January 2011
SMPNP (Core): Leadership and Teambuilding for NPO Leaders	16 December 2010	20 - 21 January 2011
Case Management in Practice: Introduction	2 December 2010	20 - 21 January 2011
Internal Controls: Revenue and Procurement Processes	17 December 2010	21 January 2011
Gambling Addiction: Assessment, Brief Intervention & Community Referrals (GA-ABC)	3 January 2011	24 - 25 January 2011
Impactful Presentation Skills for Fund-raising Professionals	26 November 2010	24 - 25 January 2011
Introduction to the Spark of Life Approach	1 December 2010	25 January 2011
Creating Successful Corporate Partnerships for NPOs	26 November 2010	25 - 26 January 2011
The Spark of Life Approach to Understanding and Communication	1 December 2010	26 January 2011
Engaging Youths Through Their Culture	23 December 2010	26 - 27 January 2011
Employment Contracts for NPOs	22 December 2010	26 January 2011
The Spark of Life Approach to Dissolving Difficult Behaviour	1 December 2010	27 January 2011
Syariah Family Law for Social Service Professionals	23 December 2010	27 January 2011
Working with Children with Special Needs: Overview of Intellectual Disability, Multiple Disabilities and Developmental Delay	30 November 2010	27 - 28 January 2011
Exercise for the Elderly (New!)	10 December 2010	28 January 2011
Handling Difficult Social Service and NPO Clients	24 December 2010	28 January 2011
Internal Controls: General Accounting, Fixed Assets, Inventory and Human Resource Management	24 December 2010	28 January 2011
Activity Therapy for Working with People with Special Needs	27 December 2010	31 January 2011

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