

执行人员商务华语工作坊 Business Mandarin for Managers and Executives

Up to \$250 UTAP
Funding
available!#

TA -TA Hub Campus
PP -City Campus

Course Code: LBMME1703

SCHEDULE

Date:

21st & 22nd Aug 2017

PP

Monday and Tuesday

9.30am – 5.30pm

Closing Date for Registration:

7 days before class

Commencement

Total Training Hours: 14 hours

Course Fees

\$560+GST (Member)

\$610+GST (Non-member)

SCCIOB reserves the right to cancel or postpone the course, change the trainer and venue due to unforeseen circumstances.

Please refer to our website

www.sccio.edu.sg on refund policy.

Up to \$250 Union Training Assistance Programme (UTAP) benefits for NTUC Union Members. For more details visit: <http://skillupgrade.ntuc.org.sg>

For registration and enquiries,

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Email: jade@sccio.edu.sg

Contact Person: Jade Koh

Introduction

This two-day training workshop aims to help busy executives acquire the essential business mandarin communication skills and cultural knowledge for today's business community, particularly in China.

Learners will benefit from the interactive-teaching approach by participating actively in class activities and having opportunities to practice their communication skills in different business scenarios.

Course Objectives

After completion of the programme, participants should be able to:

- Self Introduction
- Organisation Introduction
- Business Etiquette
- Business Negotiation
- Overview of China and Singapore
- Chinese Presentation
- Culture Differences
- Business Correspondences

Entry Requirements

Minimum C6 pass in 'O' level Chinese or equivalent.

Who Should Attend

This course is ideal for:

This workshop is tailored for busy managers & executives who can speak and read Chinese but are not proficient to use it for business purposes.

Assessment & Certificate

Participants who fulfill at least 75% of attendance for the whole course and pass the end-of-course assessment will be awarded Certificate of Proficiency. Participants who met the minimum attendance but do not pass the assessment will be issued with Certificate of Attendance.

TA Hub Campus

9 Jurong Town Hall Road
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Singapore 609431

City Campus

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