

Dear Community Care Partners,

AIC has appointed HMI Institute as a Learning Institute in developing, delivering and administering training courses for the Community Care sector.

We will be conducting **8 online courses** via Zoom in **May 2021**.

• **Summary - Online Classes available in May 2021**

Courses	Date / Time	Trainer(s)	Course Details	Target Audience	Course Fees*	Registration Deadline
Perform Basic Equipment and Machine Operations	4 May 2021 9am - 1pm	Mr Norman Sim	Link	Support Care Staff, Corp Services Staff	\$90.95	20 Apr 2021
Delivering Service Excellence for Community Care	4-5 May 2021 9am - 6pm	Mr Bernard Khoo	Link	AHP, EN, RN, Support Care Staff	\$415.16	20 Apr 2021
Transition into a Leader's Role	4-5 May 2021 9am - 6pm	Mr Yeow CH	Link	AHP, EN, RN, Supervisors, Corp Services Staff	\$466.52	20 Apr 2021
Building relationships in multi-disciplinary work environment	7 May 2021 9am - 1pm	Ms Carol Hoon	Link	AHP, Corp Services Staff	\$133.75	23 Apr 2021
Managing relationships in multi-disciplinary work environment	7 May 2021 2pm - 6pm	Ms Carol Hoon	Link	AHP, Managers, Corp Services Staff	\$144.45	23 Apr 2021
High Impact Mentoring	10 May 2021 9am - 6pm	Mr Adrian Toh	Link	AHP, EN, RN, Corp Services Staff	\$267.50	26 Apr 2021
Monitor Maintenance of Equipment and Machine	11 May 2021 9am - 1pm	Mr Norman Sim	Link	Support Care Staff, Corp Services Staff	\$112.35	27 Apr 2021
Leading & Managing Teams	11-12 May 2021 9am - 6pm	Mr Yeow CH	Link	AHP, EN, RN, Corp Services Staff	\$466.52	27 Apr 2021

*Full course fee including GST. Prevailing course fee subsidy at 90% for Singaporeans/PRs and 45% for Work Pass Holders working in eligible community care organisations.

To sign up, please register directly in the LMS at <http://lms.wizlearn.com/AIC>. Sign up early as slots are limited and allocated on a first come, first serve basis.

For enquiries on course details, please contact Marcus via email: marcus.er@hmi.com.sg
We look forward to your participation.

In the event of cancellation by participants with no replacement and is less than five (5) work days prior to the commencement of course, the participants' organisation is subjected to the payment of the full course fees. There will not be course fee subsidy from AIC.

Warmest regards,
Marcus Er (Mr)

In partnership with



HMI Institute of Health Sciences

T: (65) 6253 3818 | W: www.hmi-ihc.com | E: marcus.er@hmi.com.sg

Devan Nair Institute for Employment and Employability, #06-03, 80 Jurong East Street 21, Singapore 609607

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Dear Community Care Partners,

AIC has appointed HMI Institute as a Learning Institute in developing, delivering and administering training courses for the Community Care sector.

We will be conducting **7 online courses** via Zoom in **May 2021**.

• **Summary - Online Classes available in May 2021**

Courses	Date / Time	Trainer(s)	Course Details	Target Audience	Course Fees*	Registration Deadline
Work in a Dynamic Team	12 May 2021 9am - 1pm	Mr Gene Kam	Link	Support Care Staff, Corp Services Staff	\$133.75	28 Apr 2021
Manage & Adapt to Change - Basic Counselling & Coaching Skills	14 May 2021 9am - 1pm	Ms Carol Hoon	Link	AHP, EN, RN, Corp Services Staff	\$133.75	30 Apr 2021
Working in a Diverse Work Environment	14 May 2021 2pm - 6pm	Ms Carol Hoon	Link	Support Care Staff, Corp Services Staff	\$133.75	30 Apr 2021
Managing Service Excellence for Community Care	18-19 May 2021 9am - 6pm	Mr Bernard Khoo	Link	AHP, Team leads, Supervisors	\$466.52	4 May 2021
Building an Effective Team	19 May 2021 2pm - 6pm	Ms Carol Hoon	Link	AHP, EN, RN, Corp Services Staff	\$144.45	5 May 2021
Navigate Changes with Resilience	25 May 2021 9am - 6pm	Mr Yeow CH	Link	AHP, EN, RN, Corp Services Staff	\$251.45	11 May 2021
Leading Change	26-27 May 2021 9am - 6pm	Mr Khng TK	Link	AHP, Managers, Supervisors	\$583.15	12 May 2021

*Full course fee including GST. Prevailing course fee subsidy at 90% for Singaporeans/PRs and 45% for Work Pass Holders working in eligible community care organisations.

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