Vision
The choice for lifelong learning with global recognition.

Mission
A caring and socially responsible institution that maximises the potential of individuals and organisations through globally accredited programmes.

Core Values
The acronym for MDIS’ core values is LEARN.
L: Lifelong Learning - We embrace lifelong learning.
E: Excellence - We strive for excellence in customer care.
A: Ability-driven - We offer ability-driven education and training.
R: Responsibility - We take responsibility in ensuring high quality programmes.
N: Nurture - We nurture talents for the new economy.

Culture
MDIS embraces a culture of lifelong learning to nurture and maximise the potential of our stakeholders.
OUR EXPERTISE

Covering a wide variety of specialist subjects, the MDC experience promises a superior training product with renowned industry experts, leaders in their field.

Our expertise covers:
- Business Management
- Communication
- Creativity and Innovation
- Emotional Intelligence
- Financial Management
- HR Development
- HR Management
- Marketing
- Personal Effectiveness and Productivity
- Risk Management
- Sales
- Service Excellence
- Supervisory Management
- Team Leadership
- I.T. Short Courses

MANAGEMENT DEVELOPMENT & CONSULTANCY

Management Development and Consultancy (MDC), the corporate training arm of MDIS has since its establishment in June 1995, played a leading role in meeting the changing needs of many business organisations. We provide a wide range of well-designed programmes specially catered for business organisations with different training needs.

OUR COMMITMENT

MDC is committed to developing high quality programmes with accredited trainers, providing training solutions that are at pace with the dynamic changes in the business world. As an independent training authority, MDC is able to provide impartial assessment and customised training programmes to meet our client’s training needs.

OUR TRAINERS

All of our Associate Trainers offer our high level of service therefore are subject to regular peer assessments and interview prior to joining our Institute. They must all be qualified and have relevant experience to an agreed level and are subjected to continual audit and evaluation. Strict internal assessment is implemented as an integral part of our quality control mechanism.

The training division is ISO 9001:2008 registered, with both our internal and client procedures subject to independent external audit.
**CUSTOMISED TRAINING SOLUTIONS**

**Understanding your industry, adding value to your business**

We focus on providing clients with solutions beyond the model of conventional training. By identifying the skills, knowledge and behaviours needed for optimum performance, we assemble our training solutions completely around your desired outcomes. Our proven framework for analysing the business and training need allows us to get to the core of your development requirements. All of our training solutions have a profound impact when implemented in practice.

Our team of accredited, highly-experienced and inspiring trainers, facilitators and coaches possess a potent combination of management experience, practitioner knowledge and industry know-how in their respective fields of profession, to deliver active learning programmes to serve training needs across all industries.

**Our customised solutions include:**

1. **Customised Training** - adapted to suit your business environment and objectives
2. **Blended Solutions** - where training is preceded by an onsite needs-analysis and multiple interviews
3. **1-on-1 Coaching** - focused and impactful interventions for senior managers
4. **Consultancy** - an analysis of existing business problems and the development of strategies for improved performance

**Our Approach:**

**Step 1: Define Competencies**

During this phase, we work with you to identify your organisation’s key business issues. The needs analysis will help identify in which context to create a highly synergistic solution.

**Step 2: Skills Gap Analysis**

Together with our expert, we will identify skills gap utilising a range of assessment tools, to identify the critical and noncritical skills that are needed to carry out a role effectively.

**Step 3: Developing a Customised Solution**

The programmes we develop will have a measurable and noticeable impact on operational performance and increase their effectiveness in areas identified by you.

**Step 4: Implementation and Delivery**

Your customised course will ensure that every aspect of the programme is reality-based and relevant to your organisation. The format of your course is a vital component and may range from case studies, syndicate exercise groups, discussions and / or role plays to ensure that the course is stimulating on every level.

**Step 5: Post Training Support**

Studies show that a vast percentage of new skills are lost if they are not reinforced once back in the workplace. We offer continuous support, coaching and feedback to guarantee success. Follow-up sessions are available to focus on continuing improvement and ensure that the skills of the participant are consistently enhanced.
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**HR Management**

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**Special Discounts**

MDIS Member Discount 15%
MDIS Student Discount 50%
Group Discount 10% (for Company Sponsored only)

- Three or more participants for the same course and date
- Five or more participants for the same course and date

*SDF Funding is nontaxable.

**Terms and Conditions:**
- Only one discount scheme is applicable at any one time.
- Please scan and send a copy of the selected membership card together with your registration form to mdc@mdis.edu.sg.

**Contact Information:**
Tel: (65) 6842 6666
Email: mdc@mdis.edu.sg
Website: www.mdis.edu.sg/corporate-training
## Financial Management

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## Team Leadership

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## Marketing

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## Corporate Training Calendar 2015

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## Contact Information

- Tel: (65) 6842 6666
- Website: www.mdis.edu.sg/corporate-training
### Communication - General

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**Corporation: Management Development & Consultancy (MDC)**

**Address:**
20 Orchard Road Singapore 238830

**Phone:** (65) 6842 6666

**Email:** mdc@mdis.edu.sg

**Website:** www.mdis.edu.sg/corporate-training
## Personal Effectiveness & Productivity

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For more details of each course and latest updates on SDF Funding availability, please log on to www.mdis.edu.sg/corporate-training.
GLOBAL TRAINING SERVICES

As an added flexibility for our clients, MDC conducts training and consultancy services in other destinations at our clients’ convenience. We also cater to the needs of overseas companies who are keen to learn from Singapore’s government agencies and multinational corporations by organising study tours and company visits.

Our Executive Education team works very closely with many organisations globally, from all industry sectors (Banking, Finance, Health, Law, Retail, Real Estate, Land Development, Telecommunications, Public Sector, Pharmaceutical, Tourism and Hospitality, Family Businesses, Service Firms, Shipping and Logistics) to design executive training programmes specifically for their needs. These programmes include:

- Banking and Finance
- Communications
- Creativity and Innovation
- Destination and Tourism Marketing
- Entrepreneurship Development
- e-Government and ICT
- Healthcare Management
- Human Resources Management
- Leadership Development
- Management and Supervisory
- Public Administration and Management
- Sales and Marketing
- Service Excellence

Over the years, MDC has undertaken training assignments for countries such as Thailand, Malaysia, Maldives, Hong Kong, Timor-Leste, Mauritius, Vietnam, Indonesia, Bhutan, Brunei, Qatar, Abu Dhabi, Nigeria, Uzbekistan, China and many other countries across Asia Pacific, Middle East and Africa. We have also participated in international projects from or funded by the United Nations Development Programme, United Nations Centre for Regional Development, the World Bank, French Development Agency (AFD), Asian Development Bank, Uzbekistan Banking Association and other Funding Agencies including Government Agencies.

GLOBAL REACH

MDC Programmes are delivered in these following countries:

[Map of delivery countries]
BENEFITS FOR MDIS CORPORATE MEMBERS

Waiver of MDIS Individual Membership entrance fee
- Enjoy waiver of MDIS Individual Membership entrance fee for your staff

Complimentary annual corporate gift
- Gift is subject to availability

Complimentary Training Needs Analysis worth S$3,000
- Three hours of complimentary Corporate Training Needs Analysis

Complimentary invitation to MDIS Industry Talks and Annual Members’ Symposium
- Complimentary invitation to MDIS Industry Talks which provide an excellent platform for members to meet up, interact and exchange knowledge on all specialisations
- Invitation to MDIS Annual Members’ Symposium at subsidised rates

Complimentary MDIS Magazines
- Corporate Insights
- Management Development Journal of Singapore
- Horizons
- e-Connect

Complimentary job and internship placements as well as job postings on MDIS Career Hub at https://careerhub-CAU.mdis.edu.sg
- Enjoy complimentary job and internship matching services through our MDIS Career Assistance Unit (CAU)
- CAU hosts immediate job/internship vacancies from its partnering employers especially for MDIS students and alumni
- Be eligible for a discounted* booth at the annual MDIS Career Fair
- Place advertisement in our monthly career e-newsletter, Career Vibes, for our students and alumni

MDIS Merit Scholarship (Local), Rebates and Discounts
- Merit Scholarship (Local) ranges from S$3,200 to S$5,000 on selected globally recognised Bachelor’s Degree and Master’s Degree programmes*
- Academic rebates of up to S$1,500 for selected programmes and S$2,000 for programme progression
- Discount of up to 25% for selected training workshops and seminars

Attractive discounts and privileges
- MDIS Treats at various participating retail outlets.
- Brainwaves the Bookshop at MDIS Campus on selected purchases

Exclusive use of MDIS facilities
- Resource HUB (Library) with over 29,000 reference materials
- Sports facilities (badminton court and gymnasium) at nominal charges
- 475-seater MDIS Auditorium*
*Charges apply

For more information, please contact the Membership and Alumni Relations Department.
Tel: (65) 6473 5885
Email: members@mdis.edu.sg
Website: www.mdis.edu.sg/Membership
**SEMINAR REGISTRATION FORM**

<table>
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**Special Discount:**

MDIS Member Discount 15%

MDIS Student Discount 50%

Group Discount 10% (for Company Sponsored only)

- Three or more participants for the same course and date
- Five or more participants for the same course and date

- Applicable for I.T. Short Courses only

**Registration Terms and Conditions**

Seats will be reserved only upon receipt of web registration. An email confirmation will be sent two (2) weeks before Seminar / Course commencement. For individual applicant, the seat will only be confirmed upon receipt of payment. MDIS Corporation Pte Ltd reserves the right to accept / reject any application. For last minute registration submitted less than one (1) week before the Seminar / Course commencement, 100% of the Seminar / Course fees will be levied upon last minute cancellation or postponement.

**Payment and GST**

For Company Sponsored participant(s):

An official invoice will be mailed to your company within 10 days upon email confirmation sent to you. Please make your cheque payable to "MDIS Corporation Pte Ltd" and mail it to: MDIS Dhoby Ghaut, 20 Orchard Road, Singapore 238830.

(Please indicate your Company Name, Participants’ Name, Seminar / Course Title and Seminar / Course Date(s) on the back of the cheque)

**SDF (Full Fee) Eligibility Criteria**

For companies that are registered or incorporated in Singapore training is fully sponsored by the company. Participants are employees who are either Singapore Citizen(s) or Singapore Permanent Residents (SPRs). Participants must achieve at least 75% attendance.

*Please refer to SkillsConnect at http://www.skillsconnect.gov.sg upon any changes or updates to the terms and conditions.

For companies claiming SDF, please note that you are required to pay MDIS Corporation Pte Ltd the full Seminar / Course fee in the event of any of the following circumstances:

- No show of participant(s)
- Participant(s) future no longer under the employment of the Sponsored company
- SDF Claim rejected by WDA

**Administrative Details**

**Cancellation / Postponement**

MDIS Corporation Pte Ltd reserves the right to cancel, change Seminar / Course dates, time, fees and trainers that can occur due to unforeseen circumstances. In the event of Seminar / Course cancellation / postponement by MDIS Corporation Pte Ltd, only Seminar / Course fees will be refunded. For replacement of Seminar / Course, a written notice, together with the full particulars of the new participant, must be submitted and received by MDIS Corporation Pte Ltd two (2) weeks before Seminar / Course commencement. For postponement / transfer / replacement / withdrawal of Seminar / Course(s), a written notice to mdc@mdis.edu.sg must be submitted and received by MDIS Corporation Pte Ltd at least two (2) weeks before Seminar / Course commencement.

**Withdrawal / No Show Charges**

If there are any changes to the participant’s attendance for the registered Seminar / Course after receiving Seminar / Course confirmation notice, please inform MDIS Corporation Pte Ltd in writing not less than two (2) weeks prior to commencement of the above Seminar / Course.

Notice of withdrawal must be made in writing and withdrawal / cancellation fees will be levied as follows:

- 100% refund for written notification at least two (2) weeks or longer before Seminar / Course commencement date
- 50% course fees will be levied for notice of withdrawal given less than two (2) weeks before Seminar / Course commencement date
- After commencement / No show - No Refund

There is strictly no replacement lesson for any session(s) missed due to personal, medical or other reasons. No additional charges will be imposed if the participant finds a replacement in the event he / she is unable to attend the Seminar / Course by giving us a written notice at least three (3) working days prior to the Seminar / Course commencement date.

No cancellation / withdrawal / deferment / refund requests will be entertained three (3) working days before the Seminar / Course commencement and during the duration of the Seminar / Course. Request for deferment after receiving Seminar / Course confirmation is allowed once only, subject to the availability of the seminar and seat availability in the following intake of the Seminar / Course and with approval of MDIS Corporation Pte Ltd. All requests will be subjected to approval.

**SDF Claim rejection by WDA**

- Participant(s) is/are retrenched from the Sponsored company
- No show of participant(s)
- Seminar / Course fee in the event of any of the following circumstances:

- Three or more participants for the same course and date
- Five or more participants for the same course and date

- Applicable for I.T. Short Courses only

(Please apply for the SDF grant via www.skillsconnect.gov.sg upon receipt of confirmation)
MULTINATIONAL CORPORATIONS / PRIVATE SECTOR

Abacus International Pte Ltd
Advance (Singapore) Pte Ltd
Asia Pacific Breweries (Singapore) Pte Ltd
Bausch & Lomb (S) Pte Ltd
Biosensors Intervenational Technologies Pte Ltd
Bristol-Myers Squibb (Singapore) Pte Ltd
Canadian Imperial Bank of Commerce
Canon Singapore Pte Ltd
CapitLand Commercial Limited
CEVA Logistics Singapore Pte Ltd
Changi Airport Group (Singapore) Pte Ltd
CIMB Bank
Cimbbank N.A. Singapore
Doka Formwork Pte Ltd
DKSH Singapore Pte Ltd
Embraer Asia Pacific Pte Ltd
Ethylene Glycolis (Singapore) Pte Ltd
Epson Singapore Pte Ltd
Evonik Degussa (SEA) Pte Ltd
Far East Management Pte Ltd
Festo Pte Ltd
Flowserve Pte Ltd
Gemalto Pte Ltd
German Centre For Industry & Trade Pte Ltd
Hewlett-Packard Singapore (Pte) Ltd
Hitachi Asia Ltd
Hunter Douglas Singapore Pte Ltd
IBM Singapore Pte Ltd
John Wiley & Sons Singapore Pte Ltd
Jurong Port Pte Ltd
Jurong Shipyard Pte Ltd
Keppe Shipyard Ltd
Kingsmen Creativei Ltd
KLA-Tencor (Singapore) Pte Ltd
Lam Research Singapore Pte Ltd
LF Centennial Pte Ltd
Lum Chong Building Contractors Pte Ltd
MediaLink Printing Services Pte Ltd
Munich Management Pte Ltd
Misumi South East Asia Pte Ltd
Moet Hennessy Asia Pacific Pte Ltd
MODEC Offshore Production Systems (Singapore) Pte Ltd
Nanyang Academy of Fine Arts
NatlSteel Holdings Pte Ltd
National Trades Union Congress (NTUC)
NTUC Club
NTUC Income Insurance Co-operative Limited
OCBC Bank
ONG&ONG Pte Ltd
Pacific International Lines Pte Ltd
Pan Asia Logistics Singapore Pte Ltd
Panasonic Industrial Devices Semiconductor Asia
Pico Electronics (S) Pte Ltd
Prudential Assurance Company Singapore (Pte) Ltd
Quintiles East Asia Pte Ltd
REC Modules Pte Ltd
Renesas Electronics Singapore Pte Ltd
Resorts World Santosa
Samsung Electro-Mechanics Pte Ltd
Sembawang Shipyard Pte Ltd
Sony Electronics (Singapore) Pte Ltd
Sony Electronics Asia Pacific Pte Ltd
Schering-Plough Ltd
Siemens Healthcare Diagnostics Pte Ltd
Singapore Pools (Pte) Ltd
Singapore Press Holdings Ltd
Singapore Technologies Aerospace Ltd
Singapore Technologies Kinetics Ltd
Singapore Telecommunications Ltd
SIS Technologies Pte Ltd
Sumitomo Chemical Singapore Pte Ltd
Tanaka Electronics Singapore Pte Ltd
Ternasek Holdings (Private) Limited
Technics Offshore Engineering Pte Ltd
TCL Limited
Tilsonsoft Pte Ltd
Thales Solutions Asia Pte Ltd
Thomson Medical Centre Pte Ltd
Toshiba Electronics Asia (Singapore) Pte Ltd
Toyota Motor Asia Pacific Pte Ltd
United Overseas Bank Limited

PUBLIC SECTOR

Agency for Science, Technology and Research (A*STAR)
Agency for Integrated Care
Alexandra Hospital
Amalgomated Union of Public Employees
Academy of Human Development Pte Ltd
Ang Mo Kio - Thye Hua Kwan Hospital
Biomedical Sciences Institutes
Central Provident Fund Board
Changi General Hospital
Civil Aviation Authority of Singapore
Civil Aviation Authority of Singapore
Civil Defence
Civil Aviation Authority of Singapore
Clover Association
Corporation for Children of Singapore
Corporation for the Elderly
Corporation for the Disabled
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