

TRAINING DIRECTORY

2022 / 2023

CET PROGRAMMES		
Programme Title	Duration	Schedule
Diploma		
Higher Diploma in Social Service	18 months	Aug 2023 - Dec 2024
Certificates		
Advanced Certificate in Social Service	13 months	Aug 2023 - Sep 2024
Advanced Certificate in Supported Employment	6 months	22 Sep 2022 - 4 Jan 2023
Certificate in Para-counselling in Community Setting (Classroom & Synchronous	60 hrs	4 Jun 2022 - 15 Sep 2022 5 Jan 2023 - 20 Mar 2023
Certificate in Peer Support ³	180 hrs	28 Aug 2022 - 16 Sep 2022
Certificate in Residential Care for Children and Young Persons (e-learning)	10 hrs	Run 1: 25 Apr - 24 May 2022 Run 2: 27 Jun - 26 Jul 2022 Run 3: 29 Aug - 27 Sep 2022 Run 4: 25 Oct - 23 Nov 2022 Run 5: 19 Dec- 17 Jan 2023 Run 6: 20 Feb - 21 Mar 2023
Professional Certificate in Casework (NSWCF Foundational)⁴	3 months	TBC
Professional Certificate in Group Work (NSWCF Foundational)⁴	2 months	Lessons: 3, 4, 10, 11 Oct 22 Role play & Oral Interview: 3, 4, 10 & 11 Nov 22

*Definition of Audience	
Level 1: Support Level	Social Service Assistants, Social Work Associates, Teacher Aides, Therapy Aides, House Parents, Welfare Officers, Healthcare Attendants, Nursing Aides, Homecare Workers, Para-Counsellors, Programme Coordinators
Level 2: Executive Level	Social Workers, Counsellors, Case Workers, Therapists, Psychologists, Teachers, Job Coaches, Training Officers, Programme Executives, Admin Executives (HR, Fundraising, Finance etc)
Level 3: Supervisory/ Managerial Level	Principal Social Workers, Senior Social Workers, Centre Managers, HODs, Senior Teachers, Programme Heads, Superintendents
Level 4: Leadership Level	Principal Social Workers, Executive Directors, Chief Executive Officers, General Managers, Directors
For Social Workers	Courses qualify for CPE credits for the renewal of accreditation at 1 credit per 1 training hour. For enquiries, please contact the SASW Accreditation Secretariat at Tel: 6778 7922 or accreditation@sasw.org.sg

¹ Please find other related Peer Support Specialist Programmes under the Mental Health section in the Training Directory.

² The National Social Work Competency Framework (NSWCF) is jointly developed with the Ministry of Social and Family Development (MSF) and Ministry of Health (MOH).

Short Courses

CROSS SECTOR

Course Title	Audience*	Modality	Duration	2022				2023			
Ethics, Values & Legislation	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Juvenile Law for Social Service Professionals	• • • •	•	3.5hrs	15							
Environmental Systems & Social Policies	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
May I Help You? Boleh Saya Bantu Anda? (Conversational Malay for Social Service Practitioners) (Synchronous E-learning)	• • • •	•	21hrs			2-4			15-17		
Cultural Competency: Engaging with and Bridging across Differences	• • • •	•	14hrs	For Group Booking only							
[E-learning] Understanding Singapore's Social Services - Singapore's Social Compact	• • • •	•	1hr	Enrol @ ILTMS							
Understanding and Working with the Malay-Muslim Clients (Synchronous E-learning)	• • • •	•	14hrs	29-30					2-3		
Understanding the Social Service Sector	• • • •	•	7hrs						24		
Research and Programme Evaluation	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Enhancing Effectiveness of Social Service Programmes	• • • •	•	26.5hrs	3 Oct - 17 Nov							
Generic Intervention Techniques	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Building Emotional Resilience in Caregiving (Synchronous E-learning)	• • • •	•	14hrs			3-Apr					
Case Management in Practice: Introduction (Synchronous E-learning)	• • • •	•	14hrs	TBC							
Cognitive Behaviour Therapy: Introduction (Synchronous E-learning)	• • • •	•	14hrs	7-9					8-10		
Counselling Skills and Practice: Introduction (Synchronous E-learning)	• • • •	•	14hrs			8-11				7-10	
Counselling Skills and Practice: Intermediate (Synchronous E-learning)	• • • •	•	14hrs					10-13			
Deliver Evidence-based Psychological Interventions	• • • •	•	21hrs			7-11					
Develop an Individualised Care Plan	• • • •	•	14hrs			28-29			6-7		
Financial Planning for Low-Income Clients	• • • •	•	8hrs								
Fundamentals in Developing Community Work Programme (NSWCF Foundational)	• • • •	•	14hrs				TBC				
Motivational Interviewing: An Introduction for Social Service Practitioners (Synchronous & Asynchronous E-learning)	• • • •	•	14hrs	5-7		10-11 & 14				6-8	
Relate Happiness to Self-Care at Work for Performance	• • • •	•	14hrs								
Resilience and Self-care for Social Service Professionals	• • • •	•	15hrs			31-1					
Solution Focused Brief Therapy: Introduction (Synchronous E-learning)	• • • •	•	21hrs		4-7			10-13			
Solution Focused Brief Therapy: Intermediate	• • • •	•	14hrs						22-24		
Systemic Perspective Approach in Case Conceptualisation (Synchronous E-learning)	• • • •	•	14hrs				TBC				
Understanding and Supporting People in Journey of Loss and Grief (Synchronous E-learning)	• • • •	•	14hrs						13-15		
Systems Linkage, Analysis and Development	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Rules of Engagement: Collaborating for Greater Productivity	• • • •	•	3.5hrs	TBC							
Supervision	1 2 3 4	S F Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Supervise Effectively with Fieldwork Education Concepts and Tools	• • • •	•	14hrs			21-22					

CHILDREN, YOUTH & FAMILY

Course Title	Audience*							Modality	Duration	2022				2023			
	1	2	3	4	S	F	Z			Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Apply Development Theories when Working with Children and Youths (Classroom & Asynchronous)	*	*	*	*	*	*	*	15.5 hrs			2-4, 16-17				1-3, 15-16		
Apply Therapeutic Techniques to Engage and Motivate Resistant* Youths (Classroom, Synchronous & Asynchronous)	*	*	*	*	*	*	*	18.5 hours		14, 17-18,	30 Oct, 1 Nov			3, 6-7, 20-21			
Certified User for Child and Adolescents Needs and Strengths (CANS) (Synchronous E-learning)	*	*	*	*	*	*	*	21hrs		17-20			16-19				
Certified User for Youth Level of Services/Case Management Inventory (YLS/CMI) (Synchronous & Asynchronous E-learning)	*	*	*	*	*	*	*	21hrs	19-22		14-17			13-16			
Delivering Impactful Training to Youths	*	*	*	*	*	*	*	21hrs			23-25			15-17			
Engaging Youth-At-Risk Through Counselling Techniques (Classroom, Synchronous & Asynchronous)	*	*	*	*	*	*	*	20.5hrs						24 Feb, 2-3, 16-17 Mar			
Helping Youths Cope with Anger (Synchronous E-learning)	*	*	*	*	*	*	*	14hrs						14-16			
Intervention and Treatment	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
An Introduction to Family Therapy (Synchronous E-learning)	*	*	*	*	*	*	*	21hrs				TBC					
[E-Learning] Child Abuse Reporting Guide (CARG)	*	*	*	*	*	*	*	1.5hrs				Enrol @ iLTMS					
Family & Adult Support Tool (FAST) - User (Synchronous & Asynchronous)	*	*	*	*	*	*	*	14hrs	22-23, 26	12-14	7-8, 11	5-7	9-11	6-8	1-3		
Family Therapy: Intermediate	*	*	*	*	*	*	*	21hrs				TBC					
Helping Family Members Cope with Issues Arising from Incarceration of a Loved One	*	*	*	*	*	*	*	14hrs		25-27					13-15		
Management of Family Violence: Introduction (Synchronous E-learning)	*	*	*	*	*	*	*	18hrs			Run 1: 2-4 Run 2: 16-18 Run 3: 28-30	Run 1: 5-7 Run 2: 7-9 Run 3: 12-14			Run 1: 13-15 Run 2: 22-24		
[E-Learning] Introduction to Child Protection Framework	*	*	*	*	*	*	*	1hr				Enrol @ iLTMS					
Management of Family Violence: Introduction to Child Abuse and Child Protection (Synchronous E-learning)	*	*	*	*	*	*	*	14hrs				For Group Booking only					
Management of Family Violence: Supporting Clients in their Trauma Recovery (Synchronous E-learning)	*	*	*	*	*	*	*	14 hrs			9-11 & 14			15-17 & 20			
Management of Family Violence: Talking to Children and Managing Abuse-Related Disclosure (Synchronous E-learning)	*	*	*	*	*	*	*	14hrs		31 Oct-1 Nov			18-19				
Management of Family Violence: Working with Couples in Violent Relationships (Synchronous E-learning)	*	*	*	*	*	*	*	21hrs									
Mentoring and Coaching Youths Effectively (Classroom & Asynchronous)	*	*	*	*	*	*	*	18hrs	18-19 Aug, 1-2 Sep		2-3, 17-18		12-13, 26-27				
Rehabilitation and Re-integration Needs of Former Drug Offenders	*	*	*	*	*	*	*	21hrs		4-7				21-24			
[E-Learning] Sector-Specific Screening Guide (SSSG)	*	*	*	*	*	*	*	1hr				Enrol @ iLTMS					
Techniques in Couple Counselling	*	*	*	*	*	*	*	21hrs				TBC					
[E-Learning] Understanding Family Violence	*	*	*	*	*	*	*	1hr				Enrol @ iLTMS					
Working with Youths on Cyber-Wellness Issues (Classroom, Synchronous & Asynchronous)	*	*	*	*	*	*	*	20.5hrs						3, 6-7, 20-21			
Youth Work: Introduction to an Evidence-based Approach	*	*	*	*	*	*	*	14hrs		6-7, 10							
Youth Work: Identify and Apply Effective Intervention Programme	*	*	*	*	*	*	*	14hrs			24-25, 28						
Safety Planning and Monitoring - A 5.5-Step Model	*	*	*	*	*	*	*	14hrs			14-16			21-23			

DISABILITY

Course Title	Audience*							Modality	Duration	2022				2023			
Care Planning & Evaluation	1	2	3	4	5	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Adapting Programmes for Persons with Disabilities (Synchronous E-learning)	*	*	*	*				8hrs									
Independent Travel Training for Professionals Supporting Persons with Disabilities	*	*	*	*	*			21hrs									
Interacting and Working with Persons with Disabilities (Synchronous E-learning)	*	*	*	*				8hrs									
Guide the implementation of improved approaches in Early Intervention Teaching																	
Managing Sexuality Issues of Adults with Intellectual Disabilities (Synchronous E-learning)	*	*	*	*				14hrs									
Positive Behaviour Support for Persons with Disability (Synchronous E-learning)	*	*	*	*				21hrs									
Fundamentals of Learning Difficulties	*	*	*	*				14hrs									
Understanding Adolescents with Special Needs	*	*	*	*				8hrs									
Understanding Children with Special Needs	*	*	*	*				8hrs									
Working with Persons with Autism	*	*	*	*				8hrs									
Intervention & Treatment	1	2	3	4	5	F	Z	Hours	Sep	Oct	Nov	Dec	10, 16, 30 Jan;	13, 20 Feb;	6, 7 Mar		
Principles and Practices of Early Intervention for Children with Special Needs - Module 1	*	*	*	*	*			14hrs									
Principles and Practices of Early Intervention for Children with Special Needs - Module 2	*	*	*	*	*			10.5hrs	5-7								

ELDERCARE

Course Title	Audience*				Modality			Duration	2022				2023			
Engagement	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Communicate Effectively with Seniors (Synchronous E-learning)	•	•	•	•			•	14hrs			24-25 & 28		26-27 & 30			
Communicate Effectively with Seniors (Mandarin) (Synchronous E-learning)	•	•	•	•			•	14hrs	15-16 & 28						1-2 & 3	
Counselling for Seniors	•	•	•	•			•	14hrs				TBC				
[E-learning] Conversation Starter Kit	•	•	•	•			•	1hr				TBC				
[E-learning] Empowering Seniors e-learning	•	•	•	•			•	1hr				TBC				

Introduction to Art Therapy for Seniors (Mandarin) (Synchronous E-learning) 老年人艺术治疗：初级	*	*						14hrs									TBC
[E-Learning] Interacting Effectively with Persons with Dementia	*	*	*	*	*			1hr									TBC
Support Seniors to Meet their Physical, Emotional, Psychological, Cognitive and Spiritual Needs	*	*	*	*	*			16hrs									TBC
[E-Learning] The Ageing Process	*	*	*	*	*			1hr									TBC
Intervention & Treatment	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Person-Centred Care Approach to Dementia (Synchronous E-learning)	*	*	*	*	*			21hrs		12-14 & 17							
Practising Person-Centred Care Approach (Synchronous E-learning)	*	*	*	*	*			14hrs					11-12 & 13				
Using Activities in Therapy with Seniors	*	*	*	*	*			8hrs				TBC					
Case Management for Seniors Using Action Learning Approach	*	*	*	*	*			16hrs	8-9								

MENTAL HEALTH

Course Title	Audience*				Modality	Duration	2022				2023				
Intervention & Treatment	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Applied Suicide Intervention Skills Training (ASIST)	*	*	*	*	*			14hrs			14-15			20-21	8-9
E.M.B.R.A.C.E Mental Health (Synchronous E-learning)	*	*	*	*	*			14hrs			8-9 & 10			2-3 & 6	
Foundation of Psycho-Social Rehabilitation and Recovery	*	*	*	*	*			14hrs	1-2					23-24	
Management of Depression in Seniors (Synchronous E-learning)	*	*	*	*	*			14hrs						28 Feb - 2 Mar & 6 Mar	
Mental Illness and Family (Synchronous E-learning)	*	*	*	*	*			14hrs		27-28 & 31					
Mental Illness and Recovery (Synchronous E-learning)	*	*	*	*	*			14hrs			24-25 & 28				
Skills-Based Psychiatric Rehabilitation (f.k.a. Psychiatric Rehabilitation in Welfare Homes)	*	*	*	*	*			21hrs				TBC			
Suicide Prevention and Management for Seniors (Synchronous E-learning)	*	*	*	*	*			10.5hrs	29-30 Sep & 3 Oct						

VOLUNTEER DEVELOPMENT & MANAGEMENT

VOLUNTEER DEVELOPMENT & MANAGEMENT															
Course Title	Audience*			Modality			Duration	2022				2023			
Volunteer Development	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Befriending Skills and Practice (For Volunteers)	*	*	*	*	*			8hrs				6-Jul			
Introduction to Youth Mentoring (For Volunteers)	*	*	*	*	*			8hrs	TBC						
[E-Learning] Befriending Seniors	*	*	*	*	*			1hr	Enrol @ iLTMS						
[E-Learning] Overview to Disabilities	*	*	*	*	*			1hr							
[E-Learning] Understanding Persons with Developmental Disabilities	*	*	*	*	*			1hr							
[E-Learning] Understanding Persons with Intellectual Disabilities	*	*	*	*	*			1hr							
[E-Learning] Understanding Persons with Physical Disabilities	*	*	*	*	*			1hr							
[E-Learning] Understanding Persons with Sensory Disabilities	*	*	*	*	*			1hr							
[E-Learning] Working Effectively with Youths	*	*	*	*	*			1hr							
Volunteer Management	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Volunteer Management Practices: Connect, Engage, Develop	*	*	*	*	*			23hrs			17 Nov - 15 Dec			2 Feb - 2 Mar	
Design and Develop an Effective Volunteer Work Programme	*	*	*	*	*			8hrs		20					
Plan and Strategise for an Effective Volunteer Engagement Programme	*	*	*	*	*			8hrs			4				

CAREGIVING

CAREGIVING									2022				2023		
Course Title	Audience*				Modality			Duration	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Caregivers Development	1	2	3	4	S	F	Z	Hours							
[E-Learning] Preparatory Caregiver Training Programme: Understanding Caregiving	*	*	*	*	*			1hr							
[E-Learning] Preparatory Caregiver Training Programme: Know the Care Recipient	*	*	*	*	*			1hr							
[E-Learning] Preparatory Caregiver Training Programme: Communication in Caregiving	*	*	*	*	*			1hr							
[E-Learning] Preparatory Caregiver Training Programme: Caregiver Stress and Management	*	*	*	*	*			1hr							

BOARD DEVELOPMENT

Course Title	Audience*				Modality			Duration	2022				2023		
Governance for Organisation	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Essentials of Non-Profit Board Leadership (New!)				*				5hrs				TBA			
Board Dynamics (New!)				*				5hrs				TBA			
Board and Management Dynamics				*				5hrs				New runs from Apr 2023 onwards			
Talent and Volunteer Management				*				5hrs				New runs from Apr 2023 onwards			
Strategy and Board Performance (New!)				*				5hrs				New runs from Apr 2023 onwards			
Financial Management and Accountability (New!)				*				5hrs				New runs from Apr 2023 onwards			
Fundraising and Outreach (New!)				*				5hrs				New runs from Apr 2023 onwards			
Social Trends				*				5hrs	20						
Strategic Planning	1	2	3	4				Hours			1				
Strategy Assessment Pure & Simple				*				8hrs				TBA			
Strategic Innovation Pure & Simple				*				8hrs				TBA			

MANAGEMENT & ORGANISATIONAL DEVELOPMENT

Course Title	Audience*				Modality			Duration	2022				2023		
Financial Management	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Budgeting for Charities	*	*	*	*	*			8hrs			15		31		
Making Sense I: An Introduction to Fund Raising	*	*	*	*	*			8hrs			3				
Making Sense II: Fund-Raising Strategy Development	*	*	*	*	*			8hrs					9-16		
Charities Accounting Standard and Its Application	*	*	*	*	*			14hrs			17-18			2-Mar	
Facilities Management	1	2	3	4				Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Plan for Facilities Management	*	*	*	*	*			8hrs					5-6		
Plan New Facilities Development	*	*	*	*	*			8hrs						2-3	
Internal Controls (I): An Introduction to its Guidelines and Applications	*	*	*	*	*			8hrs		3-6					
Internal Controls (II): Implementing Internal Controls for Revenue to Receivable Process, including Fund-raising	*	*	*	*	*			8hrs		5, 11			5-6		
Internal Controls (III): Implementing Internal Controls for Procurement to Payable Process	*	*	*	*	*			8hrs		31 Oct - 4 Nov					
Internal Controls (IV): General Accounting, Fixed Assets, Inventory and Human Resource Management	*	*	*	*	*			8hrs			7-18				
Internal Controls for Management (I): An Introduction to Internal Controls	*	*	*	*	*			8hrs		10					
Internal Controls for Management (II): Safeguarding the Revenue and Procurement Processes against Fraud	*	*	*	*	*			10.5hrs			7-8		5-6		
Leadership Development	1	2	3	4				Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Authentic Leadership Conversations	*	*	*	*	*			14hrs				TBA			
Evaluative Thinking for Successful Non-Profits	*	*	*	*	*			3.5hrs						9	
Leadership Milestone Programme: Lead Self	*	*	*	*	*			64hrs				TBA			
Leadership Milestone Programme: Lead People	*	*	*	*	*			64hrs				TBA			
Leadership Milestone Programme: Lead Managers	*	*	*	*	*			64hrs				TBA			
Principles of Persuasion	*	*	*	*	*			14hrs				TBA			
Strengthening Governance by Leveraging The Outward Mindset for Non-Profit Organisations	*	*	*	*	*			14hrs				TBA			
What Motivates Me	*	*	*	*	*			7hrs				TBA			
People Development & Management	1	2	3	4				Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
SSI-Franklin Cove Partnership: The 7 Habits of Highly Effective People	*	*	*	*	*			14hrs				TBA			
Manage Challenging Social Service and NPO Clients	*	*	*	*	*			8hrs	14						
Donor Outreach Through Social Media	*	*	*	*	*			8hrs			9-17				
Branding Non-Profits: An Introduction	*	*	*	*	*			8hrs		11-12					
Developing your coaching and mentoring skills for NPO Managers	*	*	*	*	*			14hrs		12-13					
Teambuilding and Leadership Development for NPO Leaders	*	*	*	*	*			14hrs		12-13					
Effective supervisory skills for NPO Managers	*	*	*	*	*			14hrs			3-4				

Legend (for Modality)

S = Self Directed Learning (stand-alone e-learning packages)

F = Physical Training (Face-to-Face)

Z = Zoom Training