TRAINING DIRECTORY
2022 / 2023

CET PROGRAMMES		
Programme Title	**Duration**	**Schedule**
Diploma		
Higher Diploma in Social Service	18 months	15 Aug 2022 - 30 Dec 2023 Feb 2023 - Jun 2024
Certificates		
Advanced Certificate in Social Service	13 months	15 Aug 2022 - 29 Sep 2023
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	1	2	3	4	S	F	Z	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	1	2	3	4	S	F	Z	Duration			2022				2023	
Engagement	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 & Ascynchronous)		•	•				•	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	1	2	3	4	S	F	Z	Duration			2022				2023	
Care Planning & Evaluation	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adapting Programmes for Persons with Disabilities (Synchronous E-learning)	•	•					•	8hrs			Pending roll-out of TNM 2.0				
Independent Travel Training for Professionals Supporting Persons with Disabilities		•			•	•	•	21hrs					10-12		
Interacting and Working with Persons with Disabilities (Synchronous E-learning)	•	•					•	8hrs			Pending roll-out of TNM 2.0				
Guide the implementation of improved approaches in Early Intervention Teaching											TBC				
Managing Sexuality Issues of Adults with Intellectual Disabilities (Synchronous E-learning)		•					•	14hrs			TBC				
Positive Behaviour Support for Persons with Disability (Synchronous E-learning)	•	•	•				•	21hrs			TBC				
Fundamentals of Learning Difficulties	•	•					•	14hrs			Pending roll-out of TNM 2.0				
Understanding Adolescents with Special Needs	•	•					•	8hrs			Pending roll-out of TNM 2.0				
Understanding Children with Special Needs	•	•	•				•	8hrs			Pending roll-out of TNM 2.0				
Working with Persons with Autism	•	•	•				•	8hrs					10, 16, 30 Jan; 13, 20 Feb; 6, 7 Mar		
Intervention & Treatment	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Principles and Practices of Early Intervention for Children with Special Needs - Module 1	•	•			•	•	•	14hrs				TBC			
Principles and Practices of Early Intervention for Children with Special Needs - Module 2	•	•			•	•	•	10.5hrs	5-7						

ELDERCARE

Course Title	1	2	3	4	S	F	Z	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	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Audience*				**Modality**			**Duration**	**2022**				**2023**		
Intervention & Treatment															
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

Course Title	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Audience*				**Modality**			**Duration**	**2022**				**2023**		
Volunteer Development															
Befriending Skills and Practice (For Volunteers)	•	•	•	•			•	8hrs				6-Jul			
Introduction to Youth Mentoring (For Volunteers)		•					•	8hrs				TBC			
[E-Learning] Befriending Seniors	•	•	•	•	•			1hr							
[E-Learning] Overview to Disabilities	•	•	•	•	•			1hr							
[E-Learning] Understanding Persons with Developmental Disabilities	•	•	•	•	•			1hr			Enrol @ iLTMS				
[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															
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

Course Title	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Audience*				**Modality**			**Duration**	**2022**				**2023**		
Caregivers Development															
[E-Learning] Preparatory Caregiver Training Programme: Understanding Caregiving	•	•	•	•	•			1hr							
[E-Learning] Preparatory Caregiver Training Programme: Know the Care Recipient	•	•	•	•	•			1hr			Enrol @ iLTMS				
[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	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Audience*				**Modality**			**Duration**	**2022**				**2023**		
Governance for Organisation															
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	20						
Social Trends				•				5hrs			1				
Strategic Planning	1	2	3	4				Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Strategy Assessment Pure & Simple				•				8hrs			TBA				
Strategic Innovation Pure & Simple				•				8hrs			TBA				

MANAGEMENT & ORGANISATIONAL DEVELOPMENT

Course Title	1	2	3	4	S	F	Z	Hours	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Audience*				**Modality**			**Duration**	**2022**				**2023**		
Financial Management															
Budgeting for Charities		•	•				•	8hrs			15		31		
Making $ense I: An Introduction to Fund Raising		•	•			•		8hrs			3				
Making $ense 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 Covey 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