nacli

A publication of
the National Community
Leadership Institute

NC 1/2020

Training
Calendar
For Community Leaders

Inspiring Leaders, Serving the Community

Contents

*Participation in this course is by nomination.

Our training calendar is also available online!

Simply scan the QR code to visit our 'Learn with NACLI' page and download your latest copy!

Courses for all Grassroots Leaders

2020

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
1	**Building Relationships - House Visit Engagement Skills** Aims to assist grassroots leaders in acquiring engagement skills and learning ways you can build trust with residents. This course focuses on equipping you with the skills to build and strengthen relationships with residents in the context of house visits. *(This course includes a non-compulsory e-Learning module that participants can complete prior to actual class. More details will be shared in your course placement email.)*	002-235	0.5			21 (AM) (Sat)		17 (AM) (Sun)	
2	**Building Relationships - Interest Groups** Provides an understanding and practical applications of why Interest Groups (IGs) are necessary in building micro-communities. Learners will apply strategies in building and sustaining IGs through various learning activities and sharing of best practices. This process will strengthen and expand our grassroots network.	002-182	1	18 (Sat)			4 (Sat)		
3	**Community-Centric Programme Management** Reinforces the PA's core mission of serving residents, deepening emotional bonds with them, and leveraging community partners. You will be equipped with fundamental knowledge and skills of planning and organising community-centric programmes. The course also provides you an opportunity to practise planning for a community event and reflect on your roles as grassroots leaders in relation to the PA's larger mission of community building.	002-015	1			14 (Sat)			13 (Sat)
4	**Effective Self-Management** Equips you with the necessary knowledge and skills to better time manage your multiple priorities through efficient use of time. You will learn time management techniques such as decision-making and goal setting which will increase your personal effectiveness as a grassroots leader. You will have the opportunity to practise creative thinking approach to decision-making and setting "SMART" goals so that you can better evaluate options, decide on best course of action and manage your time and priorities effectively.	002-090	1		23 (Sun)			30 (Sat)	
5	**Emotional Intelligence – Connecting with Self & Others** This course aims to equip learners with the key pursuits of Six Seconds' Emotional Intelligence (EQ) model. The pursuits are translated into eight specific and achievable competencies that are applied to increase your self-awareness of emotions and strengthen relationships with others.	002-014	2				4, 5 (Sat, Sun)		

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	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
6	**Engagement Tools for Community Bridging** Equips you with the know-how to introduce elements of purposeful fun to achieve the desired outcomes using interactive engagement tools in grassroots events.	002-003	1			15 (Sun)			6 (Sat)
7	**Essentials for Communicating Public Policies (1)** Provides you with the essentials for helping residents understand public policies more effectively. You will know how to acquire basic policy knowledge and resources, and learn the methods to communicate these policies appropriately and confidently to the different profiles of residents.	002-190	1	5 (Sun)			25 (Sat)		
8	**Partners-in-Harmony (1): Understanding Customs and Practices in Our Community** Enables you to appreciate the diversity of customs and practices of the major ethnic communities in Singapore so as to help you promote racial harmony and social cohesion.	001-011	2	18, 19 (Sat, Sun)		21, 22 (Sat, Sun)			
9	**Partners-in-Harmony (2): Understanding Religious Beliefs in Our Community** Offers deeper understanding of the heritage, customs and practices of the different races, and introduces you to some of the smaller communities in Singapore.	001-014	2		22, 23 (Sat, Sun)				6, 7 (Sat, Sun)
10	**Practical Malay (Level 1)** Introduces you to the practical use of the Malay language at the level of everyday discourse.	002-038	2	11, 12 (Sat, Sun)			18, 19 (Sat, Sun)		
11	**Practical Malay (Level 2)** *[Pre-requisite: Practical Malay (Level 1)]* Equips you with knowledge in asking and answering questions using proper Malay diction, phrases and expressions.	002-075	2			28, 29 (Sat, Sun)			20, 21 (Sat, Sun)
12	**Practical Mandarin (Level 1)** Introduces you to basic Chinese vocabulary for understanding Mandarin conversations.	002-078	2	4, 5 (Sat, Sun)					2, 3 (Sat, Sun)

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Courses for all Grassroots Leaders

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
13	**Practical Mandarin (Level 2)** *[Pre-requisite: Practical Mandarin (Level 1)]* Equips you with essential Chinese vocabulary and phrases in Mandarin conversations	002-039	2			7, 8 (Sat, Sun)			
14	**Synergy in Diversity** Helps you build and demonstrate empathy when interacting with people of diverse backgrounds. Enables you to identify your personal responses to diversity through a self-assessment exercise. Enhances your awareness through the practice of appropriate responses in building common ground and mutual appreciation for greater synergy.	002-092	1		29 (Sat)		5 (Sun)		
15	**The Power of Networking (1)** Focuses on the importance of networking in building and bridging communities. It equips you with skills to connect with people successfully and confidently so as to grow your networks.	002-103	1			7 (Sat)			
16	**The Power of Networking (2)** Equips you with organisational and strategising skills to strengthen grassroots outreach and expand external partnerships/networks. You will practise and reflect on the key concepts through case studies, best practices, simulations and role plays.	002-232	1		22 (Sat)				27 (Sat)
17	**The Singapore Journey: During Japanese Occupation** This course provide you with the opportunity to appreciate the importance of self-reliance and the sense of belonging to Singapore through understanding the struggles of our people during World War II. There will be a learning journey to Former Ford Factory, a historical site in Singapore.	002-119	1	11 (Sat)				16 (Sat)	
18	**The Singapore Journey: Towards Independence and Nation Building** Allows you to understand the socio-political milestones towards Singapore's independence and nation building and relate to the role of grassroots in Singapore's Total Defence.	002-188	1			14 (Sat)			

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Courses for Office Bearers

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
1	**Coaching in Action** Enables you to differentiate between the role of a coach and a mentor. You will acquire the 4 principles and 7 skills of becoming a coach and apply the learning back to your grassroots work, such as coaching new members and encouraging continuity of leadership. Through case studies, experiential activity and discussions, you will be able to practise, explore and share your experience on the benefits of coaching and mentoring.	002-135	1				11 (Sat)		
2	**Community Leadership, Collaborative Leadership** Enables you to gain an awareness of how the collaborative leadership style allows you to work with others to develop and sustain the health of the community. This module will also equip you with the knowledge and techniques to develop and strengthen collaborative relationships within the community and beyond.	002-233	1	18 (Sat)					
3	**Designing Engagement Initiatives with the Community** Enables learners to design engagement initiatives that help to strengthen bonds and networks in the community through a resident-centric approach. Inspired by the core principles of design thinking, this course introduces the "Resident-F.I.R.S.T." approach as a process in designing and co-creating community engagement initiatives with the residents. Besides sharing of best practices, learners will also learn and explore the application of specific skills and techniques such as journey mapping, user empathy interview and ideation. This course may be complemented with small group facilitated sessions for teams working in specific pre-identified projects.	002-221	1	11 (Sat)					
4	**Essentials of Governance** Equips you with the knowledge in principles of governance and how these principles are translated into public policies and schemes. Learners will also gain insights of the considerations in formulation of policies.	002-185	1		16 (Sun)			9 (Sat)	
5	**Influence without Authority** Equips you with the competencies to create impact and influence in your community work. You will also learn how to apply influencing skills in various situations that you may encounter in the course of your work in the community.	002-091	1			1 (Sun)			

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Course Schedule
Courses for Office Bearers

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
6	**Leadership in Practice** This interactive course is inspired by The Leadership Challenge Model of Kouzes and Posner. It discusses the step-by-step process of five exemplary leadership skills - Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart - to sharpen the ability of grassroots leaders to lead their team and develop their leadership potential.	002-222	1		29 (Sat)			31 (Sun)	
7	**Leading Community Change** Enables you to face change proactively, identify areas for change, develop change strategies and become an effective change agent.	002-137	1			28 (Sat)			
8	**MAEC Chairmen/Vice-Chairmen and KOB Leadership Programme** This leadership programme aims to enable MAEC Chairmen, Vice-Chairmen, and Key Office Bearers with the necessary knowledge and skills in leading their MAEC towards supporting M³ and PA's mission. Sociality learning through discussion, dialogues and experiential role-play will be employed.			Participation in this course is by nomination. NACLI/PA will work with the constituencies on the nomination of GRLs.					
9	**Office Bearer Induction for Chairmen/Vice-Chairmen** By the end of this module, learners will be equipped with the knowledge and awareness to lead their Grassroots Committees to achieve PA's vision and mission. Learners will also experience collective learning by sharing good practices and useful tips on addressing common issues faced while leading their Grassroots Committees.	001-020	1	12 (Sun)				30 (Sat)	
10	**Office Bearer Induction for RC/NC/RN Chairmen/Vice-Chairmen** This course provides an introduction to learners on the knowledge of PA's mission, vision, grassroots triangle and what it means to them as a leader when leading their Residents Committee, Neighbourhood Committee and Residents Network in ensuring the last mile delivery of residents' engagement in today's environment.			Participation in this course is by nomination. NACLI/PA will work with the constituencies on the nomination of GRLs.					
11	**Office Bearer Induction for Secretaries/Assistant Secretaries** Equips you with the skills to perform your role as a Secretary or Assistant Secretary.	001-002	0.5			29 (AM) (Sun)			20 (AM) (Sat)

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Courses for Office Bearers

2020

|	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	JAN	FEB	MAR	APR	MAY	JUN
12	**Office Bearer Induction for Treasurers/Assistant Treasurers/Auditors** Equips you with the knowledge of PA's key financial principles & procedure so as to manage GRO accounts effectively, and to have continuous learning and sharing with grassroots leaders and the community centre partners to uphold the principle of accountability & ethics in grassroots finance.	001-023	1		15 (Sat)				21 (Sun)
13	**PA Accounting Template** *(For Treasurers and Assistant Treasurers)* Equips you with the knowledge and skills on the use of the PA Accounting Template (PAT) in Excel and online format according to the financial SOPs in the Treasurer's Handbook. *(Pre-requisite: Participants are required to have basic competency in the use of computers.)*	002-064	1	11 (Sat)	8 (Sat)	7 (Sat)			
14	**Recruiting, Motivating and Sustaining Grassroots Volunteers** Equips you with an understanding of your roles as grassroots volunteers and be aware of various strategies of volunteer management in the areas of recruiting, retaining and motivating. The topic of exit management of volunteers will also be discussed.	002-058	1	4 (Sat)			19 (Sun)		
15	**Team Conflict Management** Aims to help participants discover roles involved in a team, factors affecting team success and stages of group development. Participants will then investigate why team conflict occurs, strategies to manage them and applying them to case scenarios via discussions and role play.	002-096	1				12 (Sun)		

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Register For
Your NACLI courses now!

1

To begin, log on to the Grassroots Connect Portal website at **www.grassrootsconnect.org.sg** using your Portal Account Username (NRIC) and Password and click on the **Login** button. Alternatively, you can click on the **SingPass** icon to log on using your SingPass Account.
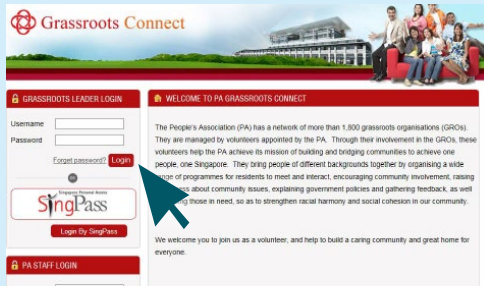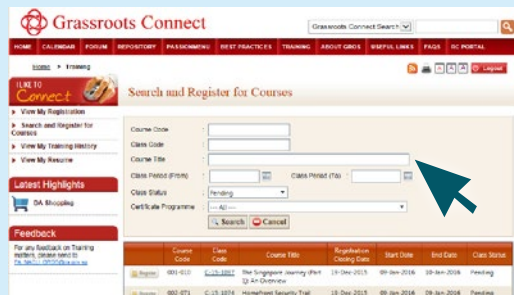

2

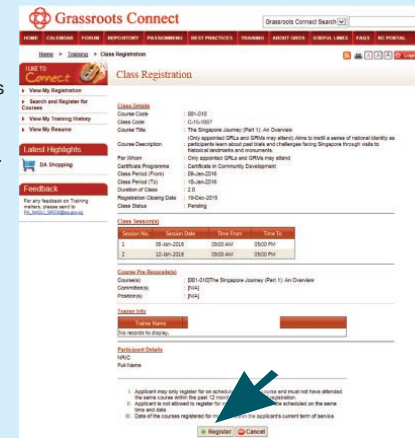Once you have successfully logged in, click on the **TRAINING** tab.

3

You will be brought to the **Search and Register for Courses** page. Now, enter the Course Code, select the Class Period (From) and (To). Click the **Search** button. Click the **Register** button next to your preferred Class.

4

Scroll down to check the details of the class and click on the **Register** button.

5

Click **Yes** to confirm your registration.

6

You will receive an auto prompt message from the system. And that's it! Your registration has been submitted. You will receive confirmation on the status of your registration from NACLI, at least 7 days before the course starts. If you do not hear from us, you may contact us at 6672 5200.

People's Association
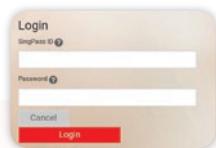# Learning Management System (PALMS)

HOW TO LOGIN • Step-by-Step Guide

via People's Association LMS

1 Launch the PALMS app and click to login with SingPass

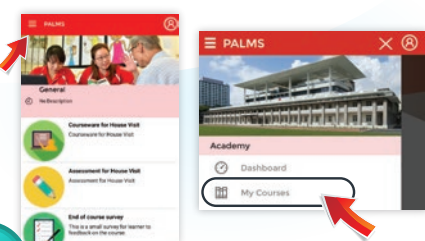**2** Login with your NRIC & SingPass
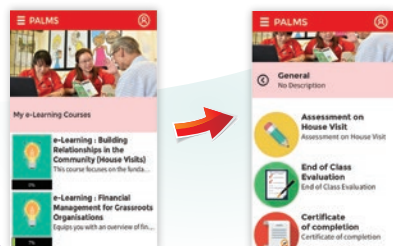
3 Click on ¨eLearning¨

4 Click on the **menu** bar on the top left hand corner and select ¨**My Courses**¨

5 Select the course and activity to begin

via Grassroots Connect
Please enable pop up in your browser

1 Go to **www.grassrootsconnect.org.sg**

2 Login via **Grassroots Connect account** or your SingPass
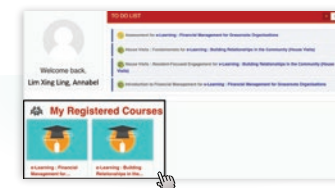(Upon login, please choose ¨Desktop¨ view)

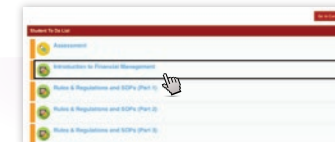**3** Click on ¨**e-learning**¨ on the bottom left hand side

4 Select course under ¨**My Registered Courses**¨

5 Select courseware (e.g. Introduction to Financial Management)

6 Click ¨**Start new attempt**¨ to begin

Helpline: **6833 6029** or **GC_Helpdesk@Tele-Centre.com**
Monday - Saturday: 8am to 10pm | Sunday: 9am to 10pm

Play Store (Android)   App Store (iOS)

Annual Constituency Workplan (ACWP)

Ever wondered what Singapore might look like in the future?

Join us as we travel through time to the year 2030 to glean insights into the opportunities and challenges brought about by emerging key trends.

Upon returning to the present, you will engage in active discussions and make plans to equip yourselves to be a future-ready community!

The Annual Constituency Work Plan (ACWP) is a planning process carried out annually at the constituency-level, allowing grassroots organisations (GROs) to take stock, identify key priority areas, formulate action plans and set achievable goals. It aims to bring about better coordination of outreach and engagement efforts, better use of resources and better collaboration among the GROs in the constituency to achieve our desired outcomes for the community.

NACLI offers several facilitation packages for ACWP which include pre-ACWP planning, train-the-facilitator programme, experiential learning activities, discussion segments and post-ACWP follow-up. The focus for this year's ACWP is on understanding the emerging key trends for Community 2025 and the opportunities and challenges they present. Participants are engaged in active discussions on the local implications and actionable ideas brought about by the key trends. They also gained deeper insights into these driving forces through a fun and energising experiential learning activity that 'teleported' them through time into the future. The ACWP programme has been designed to enable GRLs to explore opportunities for collaboration and co-creation with other GROs and community partners so as to best meet the needs and aspirations of residents in their constituency.

So, what exciting difference would your grassroots committee be making to the community in the upcoming years? Now is a good time to start your planning!

Are you following us on Social Media yet?

What are you waiting for? Here are three good reasons why you should follow us on **Facebook** and **Instagram**!

Be part of our digital learning community!

We want YOU to be plugged into our digital network that centres on community leadership learning initiatives! Be the first to know what we are up to in our exciting journey of growing and inspiring leaders in service of the community.

Stay connected to new learning opportunities

Curious to know what courses are available for you or have a question about our course offering? Message us on Facebook or Instagram and we will be happy to respond to your enquiries!

Have fun learning 'on-the-go'

Look out for bite-sized learning tips and inspirational learning quotes in our social media postings. Join in our fun quizzes and stand a chance to win exclusive learning aids too!

So what are you waiting for? Follow us now!

f www.facebook.com/ naclisg

◎ @naclisg

Constituency-Based
TRANSPARENCY TRAINING
BRIDGING YOUR DISTANCE TO LEARNING

NACLI offers constituency-based training that is customised and contextualised to meet different learning needs and local considerations. Now you can learn with NACLI at a location near you such as your Community Centres.

Courses Offered as Constituency-Based Training

For All Grassroots Leaders	For Office Bearers
Building Relationships - House Visit Engagement Skills	Coaching in Action
Building Relationships - Interest Groups	Community Leadership, Collaborative Leadership
Community-Centric Programme Management	Designing Engagement Initiatives with the Community
Develop a Performing Team (Level 1)	Essentials of Communicating Public Policies (2)
Effective Self-Management	Influence without Authority
Engagement Tools for Community Bridging	Leadership in Practice
Essentials for Communicating Public Policies (1)	Leading Community Change
Facilitation Skills	Office Bearer Induction for Chairmen/Vice-Chairmen
Grassroots Financial Management	Office Bearer Induction for RC/NC/RN Chairmen/Vice-Chairmen
Induction for PA New Grassroots Leaders	Office Bearer Induction for Secretaries/Assistant Secretaries
Synergy in Diversity	Office Bearer Induction for Treasurers/Assistant Treasurers/Auditors
The Power of Networking (2)	Team Conflict Management

For more details of the courses, please refer to the Training Calendar. Email us at nacli@pa.gov.sg for more information. We look forward to engaging your team's training needs!