

NOTES:

- Please attach your write up for each subject matter according to the format given in “Format of Course Write Up”.
- Please include your CV if it helps in providing additional relevant information
- All information will be kept in strict confidence

Please mail to, or

Attention:
Mr David Lee,
Executive Director (Academy)

75 Jellicoe Road
#04-01 Wavelink Building
Singapore 208738

Send via email to

academy@wavelink.com.sg

OR

Send via fax to **6295 1121**
(Attn: Mr David Lee)

TOPIC CODE

For each of the course you propose, the T-C classification is dependent on the two statuses given as shown in the table below. An elaboration is given to explain each area below.

Topic Code		Subject Matter (SM) Experience	Contents
T1	→	YES	YES
T2	→	YES	-
T3	→	-	YES
T4	→	-	-

Elaboration:

- a. Topic Code
 - The 4 topic codes correspond to the statuses of the two areas
- b. Subject matter (SM) experience
 - Refers to the practical experience directly relating to the subject matter. *E.g. training on sales with actual sales experience*
- c. Contents
 - Covers the entire training materials required
 - Are fully owned by the trainers and ready to be used
 - You have the option of allowing another trainer to use your materials and 30% of the trainer’s fee per training will be awarded to you as royalty.
 - All contents must be edited by qualified practitioners before use

This is to be filled in at the lower portion of the Application Form A

SAMPLE

S/N	Subject Matter	Topic Code
1	Strategic marketing	T2
2	12 essential and effective selling skills	T1
3	Time management	T2
4	Negotiation skills	T4
5		

FORMAT OF COURSE WRITE UP

For each of the subject matter you are going to train on, please complete a write up based on the given format – 6 headings. A sample is given.

- Programme Title
- Introduction
- Programme Outline
- Who Should Attend
- Methodology
- Duration

SAMPLE

Programme Title

DISCovering My Unique Personality

Introduction

While academic achievement is the primary focus of schools, educators are well aware of the importance of positive behaviours. In fact, cultivating good behaviours usually leads to better academic performance. Students are generally emotional and hence invest much of themselves in relational issues and conflicts at the expense of their studies. Conflict resolution can be taught and practiced, and it begins with understanding the concept of personality using DISC tools.

Understanding personalities of others can also significantly help students handle stress which is one common complaint. On closer examination, their stress is usually not due to studies alone. Much of it arises from their inability to manage expectations from various people in their lives.

This workshop will lead students to better understand their own behavioural and communication styles as well as identify that of those around them. This understanding will help them become good communicators resulting greater achievements. Practical applications include identifying motivators and stressors, working well in teams and discovering preferred type of job.

Programme Outline

1. Appreciating Diversity
 - a. The Reality of Diversity
 - b. The Beauty of Diversity
2. Discovering The Real Me
 - a. Importance of Knowing the Real Me
 - b. Masked and Real
 - c. Profiling and Tabulation (Questionnaires)
3. Explaining The Four Personalities – DISC
 - a. What is DISC?
 - b. Praises and Warnings
 - c. Measure of Internal Tension
4. Applications
 - a. Conflict Handling Skills
 - b. The Dream Team
 - c. My Motivators and Stressors
 - d. My Kind of Job
5. Questions and Answers

Who Should Attend

Students who are aged 13 to 20.

Methodology

This course is conducted in a classroom setting with a good mixture of humour and seriousness. Multimedia and illustrations are employed to carry the message across effectively. Students will complete a questionnaire and tabulate their results. They will also be given handouts and are required to take down important notes. Some of them will be given a chance to present on some of the applications. The trainer will provide further consultation if required.

Duration

3 hours

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