Training
Calendar
For Community Leaders

A publication of the National Community Leadership Institute

NC 1/2021

Inspiring Leaders, Serving the Community

Contents

Courses for all Grassroots Leaders

Courses for Office Bearers

Note: As we move into the new normal, NACLI has introduced several modules that are suitable for virtual/blended learning approaches. We welcome GROs who wish to organise virtual/blended training for your committees to register your interests with your constituency office. Minimum class size of 15 participants applies.

Scan the QR code or visit our 'Learn with NACLI' page at www.pa.gov.sg/learnwithnacli to download the latest copy of our training calendar.

Courses for all Grassroots Leaders

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	MAY	JUN
1	**Building Relationships - House Visit Engagement Skills** Aims to equip grassroots leaders (GRLs) with the engagement skills on how they can build trust with residents. This course focuses on equipping GRLs with the skills to build and strengthen relationships with residents in the context of house visits. *(This course includes a compulsory e-Learning module that participants must complete prior to attending the half-day in-class session. The e-Learning module enables GRLs to acquire the knowledge required virtually and practice the skills during class thus optimising the learning time more effectively. More details will be shared in your course placement email.)*	002-235	0.5	16 (AM) (Sun)	
2	**Design Thinking and Residents' Journey Mapping** New This course provides learners with an appreciation of remodelling community initiatives for a changing social landscape. Using one of the design thinking tools Journey Mapping, they will gain insights on understanding resident behaviours, actions and motivations across different touch-points of a community programme. Learners will also uncover areas of needs, improvements and innovation to develop more engaging and effective programmes.	002-256	1	22 (Sat)	
3	**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		12 (Sat)
4	**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	1		6 (Sun)
5	**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		27 (Sun)

*AM courses are from 9am to 1pm unless otherwise stated in the course placement email that will be sent to you upon your successful course registration.

Courses for all Grassroots Leaders

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	MAY	JUN
6	**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	9 (Sun)	
7	**Let's Talk About It: CommU&Icating Better** New Good communications skills are at the very heart of building strong relations. A good communicator is someone with effective interaction skills who is able to negotiate and manage conflicts to achieve "win-win" solutions. For those who interact frequently with others on a daily basis, provide customer service and maintain relationships, this is the course for you. In this course, learners will discover ways to communicate more effectively, especially to better overcome the common barriers to reach out to others in a more effective manner.	002-257	1		26 (Sat)
8	**Practical Malay (Level 1)** Introduces you to the practical use of the Malay language at the level of everyday discourse.	002-038	2	8-9 (Sat, Sun)	5-6 (Sat, Sun)
9	**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	Look out for new dates in our next issue!	
10	**Practical Mandarin (Level 1)** Introduces you to basic Chinese vocabulary for understanding Mandarin conversations.	002-078	2	8-9 (Sat, Sun)	
11	**Practical Mandarin (Level 2)** [Pre-requisite: Practical Mandarin (Level 1)] Equips you with essential Chinese vocabulary and phrases in Mandarin conversations.	002-039	2	Look out for new dates in our next issue!	

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Courses for all Grassroots Leaders

2021

COURSE DETAILS	COURSE CODE	DURATION (DAYS)	MAY	JUN
12 **Building Relationships Through Social Media** New How can you use social media to make a positive impact in community engagement during a COVID situation? Through this 1-day course, you will learn on different social media platforms and understand how social media platforms affect community engagement. You will also learn to utilise social tools and employ strategies to increase your visibility and influence online.	002-249	1	Look out for new dates in our next issue!	
13 **Design Thinking for Creative Problem Solving** New Be equipped with the knowledge and skills to apply a design thinking approach in your personal life! Learn to adopt a humancentric approach through the Five-Step Design Thinking process. Solve complex challenges creatively, reevaluate existing practices and uncover unique insights through Design Thinking - a proven method for innovation and problem-solving.	002-252	1	Look out for new dates in our next issue!	
14 **Embracing the Human Side of Change** New In a world full of changes and volatility, individuals and organisations need to adapt and transform. Transformation begins with people and requires a shift in mindsets and behaviours. Join us in understanding the human side of organisational change, and improve your ability to implement and lead your team through change successfully.	002-254	1	29 (Sat)	
15 **Secrets of Body Language** New Discover and accurately determine what others are truly feeling behind the façade of sweet words and a beautiful smile. Find out how you can utilise Body Language to build rapport with others. Learn the secrets of our body language that are not usually well known to the general masses through various Neuro-Linguistic Programming techniques.	002-255	1	Look out for new dates in our next issue!	
16 **Using Storytelling to Influence Others** New Everyone has a COVID story to share, what's yours? Stories are powerful communication tools. Armed with the right narrative and delivery, storytellers have the ability to use emotions to mobilise action. Join us in this programme where you will learn how to convert your stories into powerful tools for action.	002-249	1		26 (Sat)

Note: The courses listed on this page is part of NACLI's Personal Mastery Courses series. To register for these courses, please refer to page 14-15 of the training calendar.

*AM courses are from 9am to 1pm unless otherwise stated in the course placement email that will be sent to you upon your successful course registration.

Courses for Office Bearers

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	MAY	JUN
1	**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		26 (Sat)
2	**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	15 (Sat)	
3	**Leading Change in a VUCA World** New COVID-19 has changed the world dramatically and has made it more VUCA (Volatile, Uncertain, Complex and Ambiguous). How do we then navigate this change in our community? This module aims to equip learners with the framework to lead and sustain change in the community. In the process of change, learners will examine the various stakeholders involved and communicate the need for change.	002-258	1		20 (Sun)
4	**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	29 (Sat)	

*AM courses are from 9am to 1pm unless otherwise stated in the course placement email that will be sent to you upon your successful course registration.
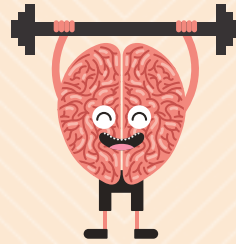
Course Schedule
Courses for Office Bearers

2021

	COURSE DETAILS	COURSE CODE	DURATION (DAYS)	MAY	JUN
5	**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		19 (AM) (Sat)
6	**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	23 (Sun)	
7	**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	9 (Sun)	
8	**The Power of Networking** 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.	002-232	1	30 (Sun)	

*AM courses are from 9am to 1pm unless otherwise stated in the course placement email that will be sent to you upon your successful course registration.

5 PERSONAL MASTERY COURSES

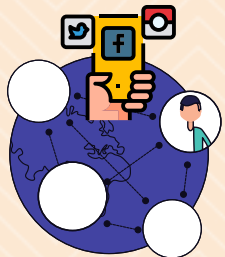## To Maximise Your Strengths

WHY JOIN OUR PERSONAL MASTERY COURSES?

Broaden your perspectives. Sharpen your thinking skills. Grow your ability to influence others. In essence – become a more well-rounded, winsome you. Taught by specialists across various fields of expertise, this series of personal development courses will equip you with the emotional and intellectual skills to improve yourself as a person and a leader.

WHAT'S AVAILABLE NOW?

The course is open to all grassroots leaders. However, slots are limited. Hence, do register early to avoid disappointment. If your registration is successful, you will receive a confirmation e-mail up to 5 days before the start of the course.

WHAT'S AVAILABLE NOW?

BUILDING RELATIONSHIPS THROUGH SOCIAL MEDIA

How can you use social media to make a positive impact in community engagement during a COVID situation? Through this 1-day course, you will learn on different social media platforms and understand how social media platforms affect community engagement. You will also learn to utilise social tools and employ strategies to increase your visibility and influence online.

USING STORYTELLING TO INFLUENCE OTHERS

Everyone has a COVID story to share, what's yours? Stories are powerful communication tools. Armed with the right narrative and delivery, storytellers have the ability to use emotions to mobilise action. Join us in this programme where you will learn how to convert your stories into powerful tools for action.

DESIGN THINKING FOR CREATIVE PROBLEM SOLVING

Be equipped with the knowledge and skills to apply a design thinking approach in your personal life! Learn to adopt a human-centric approach through the Five-Step Design Thinking process. Solve complex challenges creatively, reevaluate existing practices and uncover unique insights through Design Thinking - a proven method for innovation and problem-solving.

SECRETS OF BODY LANGUAGE

Discover and accurately determine what others are truly feeling behind the façade of sweet words and a beautiful smile. Find out how you can utilise Body Language to build rapport with others. Learn the secrets of our body language that are not usually well-known to the general masses through various Neuro-Linguistic Programming techniques.

EMBRACING THE HUMAN SIDE OF CHANGE

In a world full of changes and volatility, individuals and organisations need to adapt and transform. Transformation begins with people and requires a shift in mindsets and behaviours. Join us in understanding the human side of organisational change, and improve your ability to implement and lead your team through change successfully.

HOW TO REGISTER?

Scan the QR code for more details on the course schedule and registration details. Registration is based on a first-come, first-served basis, as slots are limited. Register early to avoid disappointment!

For more enquiries, please call 6672 5200 or email us at nacli@pa.gov.sg.

go.gov.sg/naclipersonalmastery

Register For
Your NACLI courses now!

You will be brought to the **Class Registration** page. Scroll down to check the details of the class and click on the **Register** button.

To begin, log on to the Grassroots Connect Portal website at **www.grassrootsconnect.pa.gov.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.

Click **Yes** to confirm your registration.

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

You will be brought to the **Register for Courses** page. Enter the Course Code or Course Title, select the Class Period (From) and (To). Click the **Search** button. Click the **Register** button next to your preferred Class.
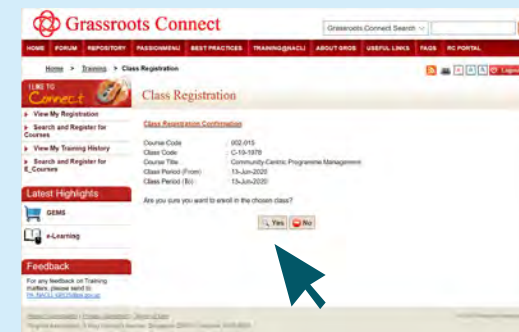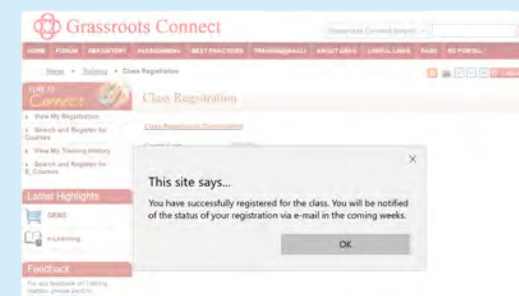
You will receive an auto prompt message from the system. And that's it! Your registration has been submitted. You will receive confirmation on the status of your registration from NACLI, at least 7 days before the course starts. If you do not hear from us, you may contact us at **6672 5200**.

GOING DIGITAL

4 STEPS to get your e-Certificate!

As part of our digitalisation efforts in support of a Smart Nation, NACLI had converted our hardcopy certificates into e-Certificate since 1 January 2021. The e-Certificate access will be made available to all GRLs via Grassroots Connect. You will be able to view, print and save your course certificates at your own convenience.

With the implementation of the e-Certificate, you will now be issued with certificates for all NACLI courses that you have attended, be it half-day or full-day with the minimum of 80% of attendance.

The Institute will no longer issue hardcopy certificates. Welcome onboard our e-Certificate initiative!

The step-by-step guide on how to view, print and save your e-Certificate is as follows:

STEP 1

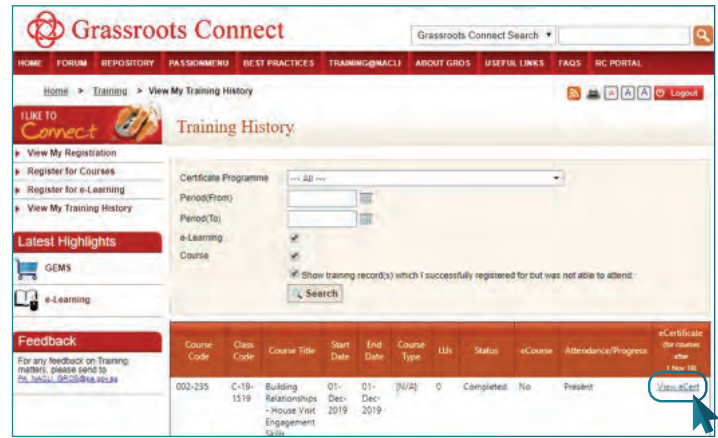Once you have successfully logged in, click on the TRAINING@NACLI tab.

STEP 2

You will be brought to the Register for Courses page. Click on View My Training History.

STEP 3

You will be brought to the Training History page. Select the period (From) and (To). Click the Search button. Click on the View eCert button.

STEP 4

The CERTIFICATE OF ACHIEVEMENT will be generated on a separate window.

To print and/or save the certificate, right click anywhere on the screen to view the selections.

E-mail us at PA_NACLI_GROS@pa.gov.sg for assistance if e-certs are not downloadable after 4 weeks.

People's Association
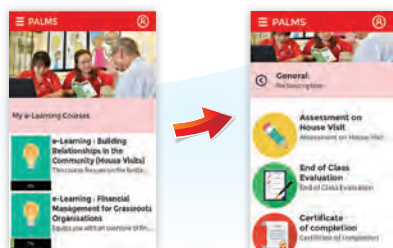# Learning Management System (PALMS)

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 the **menu** bar on the top left hand corner and select "**My Courses**"

4 Select the course and activity to begin

20

via Grassroots Connect
Please enable pop up in your browser

1 Go to www.grassrootsconnect.pa.gov.sg

2 Login via **Grassroots Connect account** or your SingPass

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

Scan the QR codes or click on the text below to download your app today!

Play Store (Android)   App Store (iOS)

21

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 developing community leadership! 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

Get sneak peaks into our courses through our social media postings to help you better plan your personal and GRO training roadmaps!

Have fun learning 'on-the-go'

Leverage opportunities for bite-sized learning anytime anywhere through our social media postings. Comment and participate in our postings to stand a chance to win exclusive learning aids!

So what are you waiting for? Follow us now!

f www.facebook.com/naclisg

Instagram @naclisg

Constituency-Based
TRAINING

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 Communities Through Virtual and Hybrid Gatherings	Coaching in Action
Building Relationships - House Visit Engagement Skills	Essentials for Communicating Public Policies (2)
Develop a Performing Team (Level 1)	Influence without Authority
Develop a Performing Team (Level 2)	Leadership in Practice
Essentials for Communicating Public Policies (1)	Leading Change in a VUCA World
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
	Office Bearer Induction for Treasurers/Assistant Treasurers/Auditors
	Team Conflict Management

Contact NACLI via your Constituency Director / Deputy Constituency Director to register your interest for a constituency-based training for your constituency. We look forward to engaging your team's training needs!