

UPCOMING NACLI COURSES

JAN - MAR 2022

Courses for All Grassroots Leaders


Essentials for Communicating Public Policies (1)

This course provides learners with essential skills for helping residents understand public policies more effectively. Learners will acquire basic knowledge and resources, and learn methods to communicate these policies to different profiles of residents.

CLASS DATE(S): **15 Jan 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Building Relationships Through Social Media

How can we use social media to create a positive difference and amplify our community engagement efforts during COVID times? Learners will learn about various social media platforms and understand how these platforms impact community engagement. They will also be equipped with social tools and strategies on how to increase their visibility and influence online.

CLASS DATE(S): **15 Jan 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Practical Mandarin (Level 1)

This course introduces learners to simple Chinese vocabulary for basic understanding of Mandarin conversations in the context of community engagement work.

CLASS DATE(S): **15-16 Jan 2022 (Sat-Sun)**
DURATION: **2 days**
MODALITY:  **VIRTUAL**

Design Thinking for Creative Problem Solving

This course equips learners with knowledge and skills to apply a design thinking approach in their personal life. They will learn to adopt a human-centric approach through the Five-Step Design Thinking process; solve complex challenges creatively, re-evaluate existing practices and uncover unique insights through the lens of Design Thinking – a proven method for innovation and problem-solving.

CLASS DATE(S): **22 Jan 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Let's Talk About It: CommU&cating Better New

Communication skills are at the very heart of building strong community relations. A good communicator is one who leverages strong social interaction skills to achieve win-win outcomes. For learners who interact frequently with community partners and residents, this course enables them to examine ways to have better conversations and overcome common barriers to communication for more effective community outreach and relationship-building.

CLASS DATE(S): **22 Jan 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Effective Self-Management

This course equips learners with the necessary knowledge and skills to better manage multiple priorities through efficient use of time. They will learn time management techniques which will increase their personal effectiveness as a grassroots leader. Learners will also have the opportunity to practise setting "SMART" goals and making decisions through creative thinking approach so that they can better evaluate options, decide on best course of action, and manage their time and priorities effectively.

CLASS DATE(S): **23 Jan 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**

Emotional Intelligence – Connecting with Self & Others

This course equips 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 learners' self-awareness of emotions and strengthen their relationships with others.

CLASS DATE(S): **12 & 19 Feb 2022 (AM) (Sat)**
DURATION: **2 x 0.5 days**
MODALITY:  **VIRTUAL**

Practical Malay (Level 2)

This course equips learners with knowledge in asking and answering questions using proper Malay diction, phrases, and expressions to communicate and outreach better to residents.

CLASS DATE(S): **19 - 20 Feb 2022 (Sat-Sun)**
DURATION: **2 days**
MODALITY:  **VIRTUAL**

[Pre-requisite: Practical Malay (Level 1)]

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. In this course, learners will gain an understanding of the human side of organisational change and improve their ability to implement and lead their teams through change successfully.

CLASS DATE(S): **20 Feb 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Building Relationships - House Visit Engagement Skills


This course equips learners with the ability to engage and build trust with residents. It focuses on equipping learners with the skills to build and strengthen relationships with residents in the context of house visits.

CLASS DATE(S): **26 Feb 2022 (AM) (Sat)**
DURATION: **0.5 day**
MODALITY:  **BLENDED**

(This course includes a segment on e-learning for participants to access after the course to reinforce their learning. More details will be provided during the course.)

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 can have the ability to use emotions to mobilise action. In this course, learners will uncover how to convert their stories into powerful tools for action.

CLASS DATE(S): **26 Feb 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Practical Mandarin (Level 2)

This course equips learners with essential Chinese vocabulary and conversational phrases in Mandarin to communicate and outreach better to residents.

CLASS DATE(S): **12-13 Mar 2022 (Sat-Sun)**
DURATION: **2 days**
MODALITY:  **VIRTUAL**

[Pre-requisite: Practical Mandarin (Level 1)]

Design Thinking and Residents' Journey Mapping New

This course provides learners with an appreciation of how to remodel community initiatives for the changing social landscape. Using one of the design thinking tools Journey Mapping, they will gain insights into understanding residents' behaviours, actions and motivations across different touchpoints of a community programme. Learners will also uncover areas of needs, improvements and innovation to develop more engaging and effective programmes.

CLASS DATE(S): **19 Mar 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Engagement Tools for Community Bridging

This course equips learners with the 'know-how' of incorporating elements of purposeful fun to achieve the desired outcomes of community initiatives using interactive engagement tools.

CLASS DATE(S): **20 Mar 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**

Courses for Office Bearers

Introduction to Grassroots Financial Accounting System (G-FAST) for Office Bearers

Grassroots Financial Accounting System (G-FAST) is the new improved online accounting system replacing the PA Web-Based Accounting Template (PAT) used by 2,000 Grassroots Organisations (GROs) to prepare and submit their monthly accounts. G-FAST supports e-approvals and e-payments with in-built system controls designed to increase work efficiency, improve user experience and enhance compliance.

CLASS DATE(S): **12 Dec 2021 (PM) (Sun)**
DURATION: **2 hours**
MODALITY:  **VIRTUAL**

This course equips learners with the knowledge on how to 1) Create transactions such as Receipts, Transfers, Journals and Payments with Electronic Funds Transfer Mode; 2) Use reports to check the transactions; and 3) Perform bank reconciliation. Learners who are Approvers will learn how to approve payments and what to look out for before approving.

CLASS DATE(S): **13 Jan 2022 (AM) (Thu)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

CLASS DATE(S): **19 Feb 2022 (PM) (Sat)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

CLASS DATE(S): **16 Mar 2022 (PM) (Wed)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Leadership in Practice

This interactive course of exemplary leadership is developed by James M. Kouzes and Barry Z. Posner. Learners will discuss these practices in relation to community context with the aim to enhance the leadership potential of grassroots leaders and sharpen their abilities to lead their grassroots teams.

CLASS DATE(S): **29 Jan 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**

Office Bearer Induction for Chairmen/Vice-Chairmen

This course equips learners with the knowledge and awareness to lead their grassroots organisations (GROs) to achieve PA's vision and mission. Learners will also experience collective learning through sharing of good practices and useful tips on addressing common issues faced while leading their GROs.

CLASS DATE(S): **12 Feb 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**


Team Conflict Management

This course enables learners to discover roles involved in a team, factors affecting team success and stages of group development. Learners will examine why team conflict occurs and strategies to manage them. They will have the opportunity to apply these strategies through discussions and role play based on case scenarios.

CLASS DATE(S): **20 Feb 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**

Leading Change in a VUCA World New

COVID-19 has changed the world dramatically and made it more VUCA (Volatile, Uncertain, Complex and Ambiguous). How do we then navigate this change in our community? This course equips learners with the framework to lead and sustain change in the community. They will learn to examine the various stakeholders involved in the change process and how to communicate the need for change.

CLASS DATE(S): **27 Feb 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Office Bearer Induction for Secretaries/Assistant Secretaries

This course equips learners with the skills to perform their role as Secretary or Assistant Secretary in the grassroots committees.

CLASS DATE(S): **12 Mar 2022 (AM) (Sat)**
DURATION: **0.5 day**
MODALITY:  **VIRTUAL**


Influence without Authority

This course equips learners with the competencies to create impact and influence in their community work. They will also learn how to apply influencing skills in various situations that they may encounter in the course of their work in the community.

CLASS DATE(S): **19 Mar 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**


The Power of Networking

This course focuses on the importance of networking in building and bridging communities. It equips learners with skills to connect with people successfully and confidently to grow their networks.

CLASS DATE(S): **26 Mar 2022 (Sat)**
DURATION: **1 day**
MODALITY:  **FACE 2 FACE**

Office Bearer Induction for Treasurers/Assistant Treasurers/Auditors

This course equips learners with knowledge of PA's key financial principles and procedures to manage grassroots organisations' accounts effectively. It also reinforces the importance of continuous learning and sharing among grassroots leaders to uphold principles of accountability ethics in grassroots finance.

CLASS DATE(S): **27 Mar 2022 (Sun)**
DURATION: **1 day**
MODALITY:  **VIRTUAL**

Come onboard our training! Register Now!

Follow the steps below to register for the course(s), and you'll be on your way to kickstarting your learning journey with us.

For self-registration of courses via Grassroots Connect, please log on to www.grassrootsconnect.pa.gov.sg



Limited slots available

Step 1:

Log on to the website 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.

Step 2:

Once you have successfully logged in, click on the 'Training@NACLI' tab at the top navigation bar.

Step 3:

At the 'Register for Courses' page, enter the Course Title ONLY and click the 'Search' button.

Step 4:

Click on the 'Register' button next to your preferred class.

Step 5:

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

Step 6:

Click 'Yes' to confirm your registration.

Courses Offered as 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 Clubs (CCs).

For All Grassroots Leaders

- ✘ Building Relationships - House Visit Engagement Skills
- ✘ Develop a Performing Team (Level 1)
- ✘ Develop a Performing Team (Level 2)
- ✘ Engaging Residents Phygitally
- ✘ Essentials for Communicating Public Policies (1)
- ✘ Facilitation Skills
- ✘ Grassroots Financial Management
- ✘ Induction for PA New Grassroots Leaders

For Office Bearers

- ✘ Coaching in Action
- ✘ Essentials for Communicating Public Policies (2)
- ✘ Influence without Authority
- ✘ Leadership in Practice
- ✘ Leading Change in a VUCA World
- ✘ Office Bearer Induction for Chairmen/Vice-Chairmen
- ✘ Office Bearer Induction for RC/NC/RN Chairmen/Vice-Chairmen
- ✘ 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 training needs for your constituency. We look forward to engaging your team's training needs!