



A publication of  
the National Community  
Leadership Institute

NC 3/2020

# Training Calendar

## For Community Leaders

Inspiring Leaders, Serving the Community



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2020/21

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**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/learnwithnaci](http://www.pa.gov.sg/learnwithnaci) to download the latest copy of our training calendar.



# Courses

 for all Grassroots Leaders

COURSE DETAILS		COURSE CODE	DURATION (DAYS)	NOV	DEC	JAN	FEB	MAR
1	<b>Building Relationships - House Visit Engagement Skills</b> <i>Aims to equip the 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.</i>  <i>(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.)</i>	002-235	0.5				6 (AM) (Sat)	
2	<b>Essentials for Communicating Public Policies (1)</b> 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			10 (Sun)		
3	<b>Practical Malay (Level 1)</b> Introduces you to the practical use of the Malay language at the level of everyday discourse.	002-038	2		5, 6 (Sat, Sun)			
4	<b>Practical Malay (Level 2)</b> [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				27, 28 (Sat, Sun)	
5	<b>Practical Mandarin (Level 1)</b> Introduces you to basic Chinese vocabulary for understanding Mandarin conversations.	002-078	2			23, 24 (Sat, Sun)		
6	<b>Practical Mandarin (Level 2)</b> [Pre-requisite: Practical Mandarin (Level 1)] Equips you with essential Chinese vocabulary and phrases in Mandarin conversations.	002-039	2					20, 21 (Sat, 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 Office Bearers

COURSE DETAILS		COURSE CODE	DURATION (DAYS)	NOV	DEC	JAN	FEB	MAR
1	<b>Essentials of Governance</b> 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	22 (Sun)				6 (Sat)
2	<b>Office Bearer Induction for Chairmen/Vice-Chairmen</b> 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 (Sun)			20 (Sat)	
3	<b>Office Bearer Induction for Secretaries/Assistant Secretaries</b> Equips you with the skills to perform your role as a Secretary or Assistant Secretary.	001-002	0.5		20 (AM) (Sun)			13 (AM) (Sat)
4	<b>Office Bearer Induction for Treasurers/Assistant Treasurers/Auditors</b> 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			24 (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.

# Register For Your NACLI courses now!

## Step 1

To begin, log on to the Grassroots Connect Portal website at [www.grassrootsconnect.pa.gov.sg](http://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.



## Step 2

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



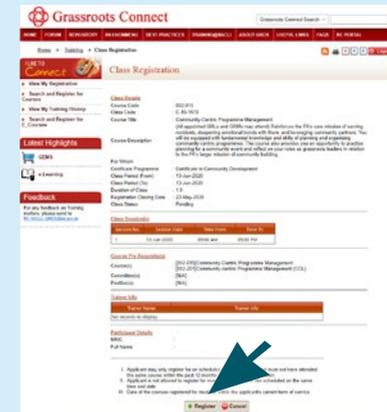
## Step 3

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.



## Step 4

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



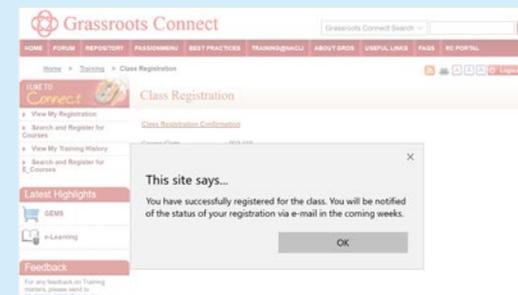
## Step 5

Click **Yes** to confirm your registration.



## Step 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

Launch the PALMS app and click to login with SingPass



1

Login with your NRIC & SingPass



2

Click on "eLearning"



3

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



4

Select the course and activity to begin



5

### via Grassroots Connect Please enable pop up in your browser

Go to [www.grassrootsconnect.pa.gov.sg](http://www.grassrootsconnect.pa.gov.sg)

1

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



2

Click on **"e-learning"** on the bottom left hand side



3

Select course under **"My Registered Courses"**



4

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



5

Click **"Start new attempt"** to begin



6

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



[Play Store \(Android\)](#)



[App Store \(iOS\)](#)

Helpline: **6833 6029** or [GC\\_Helpdesk@Tele-Centre.com](mailto:GC_Helpdesk@Tele-Centre.com)  
Monday - Saturday: 8am to 10pm | Sunday: 9am to 10pm



# PERSONAL MASTERY COURSES

*To Maximise Your Strengths*



## 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-Linguistics 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.



### 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 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.



### 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](mailto:nacli@pa.gov.sg).

