

# TRAINING DIRECTORY

2021 / 2022

Programme information is accurate as of July 2021

## CET PROGRAMMES

Programme Title	Duration	Schedule
<b>Diploma</b>		
Higher Diploma in Social Service	18 months	23 Aug 2021 - 23 Dec 2022
<b>Certificates</b>		
Advanced Certificate in Social Service	15 months	TBA
Advanced Certificate in Supported Employment	6 months	July 2021 - Oct 2021 Sep 2021 - Feb 2022
Certificate in Para-Counselling	55 hrs	6 Jan 2022 - 17 Mar 2022
Certificate in Peer Support <sup>1</sup>	180 hrs	19 Aug 2021 - 8 Sep 2021
Certificate in Residential Care for Children and Young Persons <span style="background-color: #c8e6c9; border-radius: 5px; padding: 2px;">E-Learning</span>	6 hrs	25 Oct 2021 - 24 Nov 2021 20 Dec 2021 - 19 Jan 2022
Professional Certificate in Casework (NSWCF Foundational) <sup>2</sup>	3 months	TBA
Professional Certificate in Group Work (NSWCF Foundational) <sup>2</sup>	2 months	TBA

* Definition of Audience	
Level 1: Support Level	Social Service Assistants, Social Work Associates, Teacher Aides, Therapy Aides, House Parents, Welfare Officers, Healthcare Attendants, Nursing Aides, Homecare Workers, Para-Counsellors, Programme Coordinators
Level 2: Executive Level	Social Workers, Counsellors, Case Workers, Therapists, Psychologists, Teachers, Job Coaches, Training Officers, Programme Executives, Admin Executives (HR, Fundraising, Finance etc)
Level 3: Supervisory/Managerial Level	Principal Social Workers, Senior Social Workers, Centre Managers, HODs, Senior Teachers, Programme Heads, Superintendents
Level 4: Leadership Level	Principal Social Workers, Executive Directors, Chief Executive Officers, General Managers, Directors
For Social Workers	Courses qualify for CPE credits for the renewal of accreditation at 1 credit per 1 training hour. For enquiries, please contact the SASW Accreditation Secretariat at <b>Tel: 6778 7922</b> or <b>accreditation@sasw.org.sg</b>

<sup>1</sup> Please find other related Peer Support Specialist Programmes under the Mental Health section in the Training Directory.

<sup>2</sup> The National Social Work Competency Framework (NSWCF) is jointly developed with the Ministry of Social and Family Development (MSF) and Ministry of Health (MOH).



Course Title	Audience*				Duration	2021										2022		
	1	2	3	4		Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Ethics, Values &amp; Legislation</b>	1	2	3	4	Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Juvenile Law for Social Service Professionals	.	.	.		3.5 hrs							25				21		
<b>Environmental Systems &amp; Social Policies</b>	1	2	3	4	Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
May I Help You? Boleh Saya Bantu Anda? (Conversational Malay for Social Service Practitioners)	.	.	.	.	21 hrs							11-13			10-12			
Cultural Competency: Engaging with and Bridging across Differences	.	.			14 hrs	For Group Booking only												
Understanding Singapore's Social Services - Singapore's Social Compact <small>E-Learning</small>	.	.	.	.	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information												
Understanding and Working with the Malay-Muslim Clients	.	.			14 hrs									9-10				
Understanding the Social Service Sector	.	.			7 hrs							22	19	21	28	18	18	
<b>Research &amp; Programme Evaluation</b>	1	2	3	4	Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Enhancing Effectiveness of Social Service Programmes			.	.	26.5 hrs	TBA												
<b>Generic Intervention Techniques</b>	1	2	3	4	Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Building Emotional Resilience in Caregiving	.	.	.	.	14 hrs												3-4 & 7	
Case Management in Practice: Introduction		.	.	.	14 hrs										20-21			
Cognitive Behaviour Therapy: Introduction	.	.			14 hrs								8-9 & 11			14-15 & 17		
Counselling Skills and Practice: Introduction	.	.			14 hrs							26-29	15-18			8-11		
Counselling Skills and Practice: Intermediate		.	.		14 hrs												1-4	
Deliver Evidence-Based Psychological Interventions	.	.			22.5 hrs										10-13			
Develop an Individualised Care Plan		.	.		14 hrs								15-16					
Financial Planning for Low-Income Clients	.	.	.		8 hrs							18						
Fundamentals in Developing Community Work Programme (NSWCF Foundational)		.			14 hrs	TBA												
Motivational Interviewing: An Introduction for Social Service Practitioners		.	.		14 hrs				8-9 & 12		13-14 & 16			1-3			7-8 & 10	
Resilience and Self-Care for Social Service Professionals			.		15 hrs						1-2		29-30					
Solution Focused Brief Therapy: Introduction		.	.		21 hrs							4-7		6-9				
Systemic Perspective Approach in Case Conceptualisation		.	.		14 hrs								29-30 Nov & 1 Dec		6-7 & 10			
Understanding and Supporting People in Journey of Loss and Grief	.	.	.		14 hrs						13-15		15-17		10-11 & 14		7-9	
<b>Systems Linkage, Analysis &amp; Development</b>	1	2	3	4	Hours	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Rules of Engagement: Collaborating for Greater Productivity			.	.	3.5 hrs									6			11	



Course Title	Audience*				Duration	2021										2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Engagement</b>																		
Apply Development Theories when Working with Children and Youths <b>Enhanced</b>	•	•	•		15.5 hrs												TBA	
Apply Therapeutic Techniques to Engage and Motivate Resistant Youths <b>Enhanced</b>		•	•		18.5 hrs												TBA	
Certified User for Child and Adolescent Needs and Strengths (CANS)		•	•		21 hrs								22-25		17-20			
Certified User for Youth Level of Services/Case Management Inventory (YLS/CMI)		•	•		21 hrs							11-14		6-9		21-24		
Delivering Impactful Training to Youths		•	•		21 hrs								17-19			23-25		
Engaging Youth-At-Risk Through Counselling Techniques <b>Enhanced</b>	•	•	•		20.5 hrs								19 Nov - 9 Dec		3-21			
Helping Youths Cope with Anger	•	•			14 hrs								9-11			22-23 & 28		
<b>Intervention &amp; Treatment</b>																		
An Introduction to Family Therapy <b>Enhanced</b>		•	•		21 hrs							6-11						
Child Abuse Reporting Guide (CARG) <b>E-Learning</b>		•	•		1.5 hrs	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information												
Family and Adult Support Tool (FAST) - User		•	•		14 hrs							11-15	8-12	1-3	17-21	23-25		
Family Therapy: Intermediate <b>Enhanced</b>		•	•		21 hrs								15-22					
Helping Family Members Cope with Issues Arising from Incarceration of a Loved One	•	•	•		14 hrs								23-25					
Management of Family Violence: Introduction	•	•			18 hrs							11-14		6-9		21-24		
Introduction to Child Protection Framework <b>E-Learning</b>	•	•	•		1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information												
Management of Family Violence: Introduction to Child Abuse and Child Protection	•	•	•		14 hrs	For Group Booking only												
Management of Family Violence: Supporting Clients in their Trauma Recovery	•	•			14 hrs	TBA												
Management of Family Violence: Talking to Children and Managing Abuse-Related Disclosure	•	•	•		14 hrs							25-27				14-16		
Management of Family Violence: Working with Couples in Violent Relationships		•	•		21 hrs										3-7			
Mentoring and Coaching Youths Effectively		•	•		18 hrs								8-23			17 Feb - 4 Mar		
Rehabilitation and Re-Integration Needs of Former Drug Offenders		•	•		21 hrs									7-10				
Sector-Specific Screening Guide (SSSG) <b>E-Learning</b>		•	•		1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information												
Safety Planning and Monitoring – A 5.5-Step Model	•	•			11 hrs							13-15						
Techniques in Couple Counselling		•	•		21 hrs									20-27				
Understanding Family Violence <b>E-Learning</b>	•	•	•		1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information												
Working with Youths on Cyber-Wellness Issues		•	•		20.5 hrs								19 Nov-7 Dec			TBA		
Working with Youths on Sexuality Issues		•	•		21 hrs										17-19			
Youth Work: Introduction to an Evidence-Based Approach	•	•			14 hrs							14-15						
Youth Work: Identify and Apply Effective Intervention Programme		•			14 hrs								25-26					

# DISABILITY



Course Title	Audience*				Duration	2021												2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Care Planning &amp; Evaluation</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Adapting Programmes for Persons with Disabilities	•	•			8 hrs	TBA														
Classroom Behaviour Management: Prevention and Development Approach	•	•	•		14 hrs															
Independent Travel Training for Professionals Supporting Persons with Disabilities			•		21 hrs															
Interacting and Working with Persons with Disabilities	•	•			8 hrs															
Language Development for Children with Special Needs		•	•		14 hrs															
Managing Sexuality Issues of Adults with Intellectual Disabilities		•			14 hrs															
Positive Behaviour Support for Persons with Disability	•	•	•		21 hrs												21, 23, 25 & 28			
True Communication: Using Intensive Interaction to Connect with Learners with Profound Intellectual Disabilities			•	•	14 hrs	TBA														
Understanding Adolescents with Special Needs	•	•			8 hrs															
Understanding Children with Special Needs	•	•	•		8 hrs															
Principles and Practices of Early Intervention for Children with Special Needs - Module 2	•	•			16 hrs															
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Principles and Practices of Early Intervention for Children with Special Needs - Module 1	•	•			17.5 hrs	TBA														

# MENTAL HEALTH



Course Title	Audience*				Duration	2021												2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Applied Suicide Intervention Skills Training (ASIST)		•	•	•	14 hrs					23-24	16-17	28-29	15-16							
Case Formulation in Youth Mental Health		•	•		14 hrs								1-2				7-8			
E.M.B.R.A.C.E Mental Health	•	•			14 hrs								23-24 & 29		4-6					
Foundation of Psycho-Social Rehabilitation and Recovery			•		14 hrs								11-12			10-11				
Management of Depression in Seniors <b>Enhanced</b>	•	•			14 hrs										20-21 & 23	17-18 & 21				
Mental Illness and Family <b>Enhanced</b>		•			14 hrs								25-26 & 29							
Mental Illness and Recovery <b>Enhanced</b>		•	•		14 hrs										18-20					
Psychiatric Rehabilitation in Welfare Homes <b>Enhanced</b>		•			21 hrs	TBA														
Suicide Prevention and Management for Seniors <b>Enhanced</b>	•	•			10.5 hrs									25-26 & 29	1-3					

# ELDERCARE



Course Title	Audience*				Duration	2021												2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Engagement</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Communicate Effectively with Seniors (Mandarin)	•	•			14 hrs												15-16 & 21			
Counselling for Seniors	•	•			14 hrs								11-12 & 15							
Conversation Starter Kit <span>E-Learning</span>	•	•	•	•	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information														
Empowering Seniors <span>E-Learning</span>	•	•	•	•	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information														
Introduction to Art Therapy for Seniors (Mandarin) 老年人艺术治疗：初级	•	•			14 hrs	TBA														
Interacting Effectively with Persons with Dementia <span>E-Learning</span>	•	•	•	•	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information														
WSQ Support Seniors to Meet Their Physical, Emotional, Psychological, Cognitive and Spiritual Needs	•	•			16 hrs								17-18	1-2						
The Ageing Process <span>E-Learning</span>	•	•	•	•	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information														
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Person-Centred Care Approach to Dementia	•	•			21 hrs										10-13					
Practising Person-Centred Care Approach		•	•		14 hrs	TBA														
Using Creative Arts in Therapy: Understanding and Programme Planning for Work with Seniors	•	•	•		17.5 hrs										27-28		8			
Using Reminiscence in Therapy for Seniors	•	•			8 hrs										13-14					

# BOARD DEVELOPMENT



Course Title	Audience*				Duration	2021												2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Governance for Organisation</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Essentials of Non-Profit Board Leadership				•	5 hrs	TBA														
Board Dynamics				•	5 hrs	20														
Board and Management Dynamics				•	5 hrs		25													
Talent and Volunteer Management				•	5 hrs			22												
Strategy and Board Performance				•	5 hrs				27											
Financial Management and Accountability				•	5 hrs					31										
Fundraising and Outreach				•	5 hrs						28									
Social Trends				•	5 hrs							26								
<b>Strategic Planning</b>	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Strategy Assessment Pure and Simple				•	8 hrs				7	25										
Strategic Innovation Pure and Simple				•	8 hrs	TBA														

# MANAGEMENT & ORGANISATIONAL DEVELOPMENT



Course Title	Audience*				Duration	2021										2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Facilities Management</b>																		
Budgeting for Charities		•	•		8 hrs							13-14					11-12	
Charities Accounting Standard and Its Application		•	•		14 hrs							19-21						23-25
<b>Leadership Development</b>																		
Authentic Leadership Conversations			•	•	14 hrs	TBA												
Evaluative Thinking for Successful Non-Profits				•	3.5 hrs											28		
Leadership Milestone Programme: Lead Self		•			64 hrs							7						
Leadership Milestone Programme: Lead People			•		64 hrs							14						
Leadership Milestone Programme: Lead Managers				•	64 hrs							25						
Principles of Persuasion			•	•	14 hrs	TBA												
Strengthening Governance by Leveraging The Outward Mindset for Non-Profit Organisations			•	•	14 hrs		10		13									
Transforming Non-Profits Through Sustainable Business Models			•	•	14 hrs					26								
Tech For Good			•	•	14 hrs											20		
What Motivates Me			•	•	7 hrs	TBA												
<b>People Development &amp; Management</b>																		
SSI-Franklin Covey Partnership: The 7 Habits of Highly Effective People	•	•	•	•	14 hrs				15-16									

# VOLUNTEER DEVELOPMENT & MANAGEMENT



Course Title	Audience*				Duration	2021										2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Volunteer Development</b>																		
Befriending Seniors <span>E-Learning</span>		•	•	•	•	1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information											
Overview to Disabilities <span>E-Learning</span>		•	•	•	•	1 hr												
Understanding Persons with Developmental Disabilities <span>E-Learning</span>		•	•	•	•	1 hr												
Understanding Persons with Intellectual Disabilities <span>E-Learning</span>		•	•	•	•	1 hr												
Understanding Persons with Physical Disabilities <span>E-Learning</span>		•	•	•	•	1 hr												
Understanding Persons with Sensory Disabilities <span>E-Learning</span>		•	•	•	•	1 hr												
Working Effectively with Youths <span>E-Learning</span>		•	•			1 hr												
<b>Volunteer Management</b>																		
Conducting a Needs Assessment <span>E-Learning</span>		•	•			1 hr	Please visit <a href="http://www.ssi.gov.sg">www.ssi.gov.sg</a> for more information											
Getting your Social Agency Volunteer-Ready <span>E-Learning</span>		•	•			1 hr												
Introduction to Volunteerism <span>E-Learning</span>		•	•			1 hr												
On-Boarding and Training Volunteers <span>E-Learning</span>		•	•			1 hr												
Recruiting and Selecting Volunteers <span>E-Learning</span>		•	•			1 hr												
Reviewing Volunteer Management <span>E-Learning</span>		•	•			1 hr												
Supporting and Recognising Volunteers <span>E-Learning</span>		•	•			1 hr												
Volunteer Management Practices: Connect, Engage, Develop		•	•			23 hrs								22 Oct - 26 Nov				



Course Title	Audience*				Duration	2021												2022		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<b>Caregivers Development</b>																				
Preparatory Caregiver Training Programme: Understanding Caregiving <span>E-Learning</span>	•	•	•	•	1 hr															
Preparatory Caregiver Training Programme: Know the Care Recipient <span>E-Learning</span>	•	•	•	•	1 hr															
Preparatory Caregiver Training Programme: Communication in Caregiving <span>E-Learning</span>	•	•	•	•	1 hr															
Preparatory Caregiver Training Programme: Caregiver Stress and Management <span>E-Learning</span>	•	•	•	•	1 hr															

Please visit [www.ssi.gov.sg](http://www.ssi.gov.sg) for more information

## KEY INITIATIVES IN THE SOCIAL SERVICE INSTITUTE



**GatherHere** is an online community for social service professionals and social service agencies (SSAs) to work, communicate, network and reach out differently to do good for the sector. It is where the Social Service Tribe Meets & Collaborates!



Sign up for GatherHere by scanning this QR code.

**CreateHere** is the Social Service Institute's (SSI) media production studio. It provides Adult Educators (AEs) and SSAs with the opportunity to develop video-based content through a simplified and shortened process. The video content created can be used for a variety of purposes such as eLearning content and as a customised message for specific target audiences.



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The **Training Network Model** refers to the network of partners that SSI seeks to engage to champion training in their area of expertise. This will in turn lead to an increased number of skilled and enterprising professionals in the sector, greater capacity and capability of social purpose entities and the development of innovative solutions.



To explore partnership opportunities with SSI, scan this QR code.

## ABOUT THE SOCIAL SERVICE INSTITUTE

SSI is a key division under the Human Capital and Organisation Development Group (HCODG) of the National Council of Social Service (NCSS). It has been appointed as a Continuing Education and Training (CET) centre for social services by SkillsFuture Singapore (SSG) and aligns to the Social Service Sector Strategic Thrust (4ST) by developing skilled professionals and the capability of the sector.

This is achieved through SSI's leadership and partnership with stakeholders, agility in providing relevant and quality training and spirit of innovation and entrepreneurship.

## OUR LOGO



The SSI logo symbolises the concepts of training, practice and resource, while creating the "Windows of Opportunity" to stimulate, sustain and inspire the social service sector.

The logo's three main colours – orange, blue and red – signify "optimism", "success" and "passion" respectively. The three overlapping blocks symbolise SSI's philosophy in its leadership and partnership with stakeholders in building the capability of the sector. The interfacing blocks and curves reflect its dynamism in providing relevant and quality training for the social service sector.



**SOCIAL SERVICE INSTITUTE**



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