

Course Accreditation under the Singapore Workforce Skills
Qualification System (WSQ)
(Course Code: CRS-Q-0041380-SSC)
Level 2
Transactional Analysis for Developing Positive Communication
Competencies in Working Relationships



Organised by Berne TA Center Pte. Ltd.

**This course has met the course accreditation criteria for the accreditation scope
Training and Assessment**

Training Hours: 6
Assessment Hours: 1

Learning Objectives

- A) Develop Self and Situation Awareness to Construct and Build Relationships with Stakeholders
 - Identify the strengths and areas for improvement of one's personality to better manage work relationships
 - Recognise one's behavioural vulnerabilities, and how these impact relationships at the work place
 - Apply possible strategies and follow up actions to build positive relationships with stakeholders

- B) Construct and Build Relationships using the Ego States Model
 - Understand self and others using Transactional Analysis (TA) in professional practice
 - Use self-assessment tools to evaluate self and others
 - Analyse and discuss professional development needs using personality profiling tool

- C) Build Effective Communication for Positive Relationships Using Transactional Analysis
 - Use Transactional Analysis (TA) as a model to build and strengthen relationships
 - Apply effective communication strategies to achieve effective relationships
 - Demonstrate competencies to co-create solutions in managing challenging situations and relationships

Facilitator: Dr Jessica Leong

Date: 7 November 2020 (Saturday)

Time: 9:00 am - 5:00 pm

Venue: 1 Kay Siang Road #08-01/02, Singapore 248922 or
Synchronous e-learning

Inquiries: Email: bernetata@gmail.com
Telephone: Angela at 9817 7311

Breakdown for Administrative Fees

\$75/- (ECTA Students/Alumni)

\$100/- (Public & non-ECTA affiliations)

Administrative Fees Include:

- Course Materials
- Certificate

Assessment must attain the competent grades.

WSQ Certificate will be awarded by SkillsFuture SG with competent grades.

Notes on SSG Funding

- Participants claiming SSG funding need to attain 100% attendance to claim the subsidy; otherwise they will have to pay the full non-subsidised amount.
- Non-Singaporeans and non-PRs are eligible for SSG Level 2 Statement of Attainment certification, but are NOT eligible for SSG funding.

Two Modes of Payment by:

1. Bank Transfer

Beneficiary Name: Berne TA Center Pte. Ltd.

Beneficiary Bank Name: Oversea-Chinese Banking Corporation

Bank Account: 569019201001

Bank Code: 7339

Branch Code: 569

Swift Address: ocbcsgsg

Branch: OCBC Harbourfront Branch

2. Cheque

Should be crossed and made payable to **“Berne TA Center Pte. Ltd.”**.

Cheque must not be post-dated.

Please write your name and contact number on the reverse side of the cheque and mail it to: **24 Kew Crescent, Singapore 466364**