

BERNE TA CENTER PTE. LTD.

Transactional Analysis for Developing Positive Communication Competencies in Working Relationships (Level 2) (Course Code: CRS-Q-0041380-SSC)

Date: 29 May 2026

Closing Date: 10 May 2026

REGISTRATION FORM (Information Required for SSG)

PERSONAL PARTICULARS

(Please fill up your particulars according to NRIC/FIN in BLOCK LETTERS)

Full Name: _____

NRIC/FIN Number: _____

Date of Birth: (yyyy-mm-dd)_____

Citizenship: ☐ Singaporean ☐ Singapore PR ☐ FIN/Work Permit ☐ Others

Occupation: _____

Highest Education Level: _____

Mobile No: _____ Office No: _____

Email Address: _____

THE ABOVE INFORMATION IS REQUIRED BY SKILLSFUTURE SG FUNDING.

ALL PERSONAL DETAILS ARE KEPT CONFIDENTIAL BY BERNE TA CENTER PTE. LTD.

AND IT WILL ONLY BE SUBMITTED TO SKILLSFUTURE SG FUNDING.

Modes of Payment (Please ✓):

1. By Bank Transfer () Please show Transaction Transfer as Evidence by Email

2. By Cheque () Bank & Cheque No: _____

Diet Preference (Please ✓):

Vegetarian ()

Halal ()

No Diet Restrictions ()

REGISTRATION & PAYMENT

Please submit the completed registration form to **Angela** at bernetata@gmail.com

Registration will only be confirmed after full payment is received.



Organised by Berne TA Center Pte. Ltd.
UEN: 200715485W

**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
Date: 29 May 2026
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**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 (Teaching and Supervising Transactional Analyst)

Assessor: To be appointed

Date: 29 May 2026 (Friday)

Time: 9:00 am - 5:30 pm

Registration & Attendance Taking: 8:30 am onwards (QR Code via Singpass)

Venue: 2 Bukit Merah Central #03-07, Singapore 159835

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

Funding by SSG for Singaporeans and Permanent Residents:

Administrative Fees

\$110/- (ECTA Students/Alumni)

\$130/- (Public & non-ECTA affiliations)

Non-Singaporeans (No Funding):

\$225/- (Without SSG Funding)

\$100/- (Administrative Fees)

Breakdown for Administrative Fees:

- Statement of Attainment from SSG
- Course Materials
- Assessor's Fees
- Psychological Profiling
- Coffee/Lunch/Tea Breaks

Notes on SSG Funding (This is not related to SkillsFuture Credit)

- Claims can be made only by Berne TA Center for SSG funding if you attain 100% attendance for Singaporeans and PRs; otherwise you 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

PayNow: UEN 200715485W

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 mail the cheque to: 2 Bukit Merah Central #03-07, Singapore 159835.

E-Certificate

Assessment must attain the competent grades.

Statement of Attainment will be awarded by SSG with competent grades.

