

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.

**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.

