

Generic Skills and Competencies

Programmes which focus on employability/transferable skills and competencies that support acquisition of technical skills and competencies, and facilitate workplace mobility

Generic Skills and Competencies (GSC)		Modular Programmes	Providers	Programme also maps to which other GSC		
Title	Proficiency Level			Generic Skills and Competencies (GSC) Title	Proficiency Level	
Communication	Basic	Achieving Excellence in Technical Writing	Nanyang Technological University			
		Designing and Delivering Effective Technical Presentations	Nanyang Technological University			
		Essential Grammar for Professional Communication	Nanyang Technological University			
		KPI: Keys to Persuasion and Influence	Nanyang Technological University			
		Negotiation Skills	Nanyang Technological University			
		Situation-specific Presentation Skills	Nanyang Technological University			
		Writing Professional and Results-Oriented Email	Nanyang Technological University			
		Presenting with Confidence	Singapore University of Social Sciences			
		Social Media and Crisis Management	Ngee Ann Polytechnic			
		Effective Communication Skills for Business Success	Singapore Polytechnic			
		Effective Report Writing	Singapore Polytechnic			
		Professional Communication Skills	Singapore Polytechnic			
		Oral Presentation and Meeting Skills	Temasek Polytechnic			
		Reports and Business Communications	Temasek Polytechnic			
	Communicate at Work	Institute of Technical Education				
	Communicate with Reports	Institute of Technical Education				
	English for Everyday Communication	Institute of Technical Education				
	Intermediate	Crisis Communication – Learning from case studies	Nanyang Technological University			
		Workplace Coaching Begins with Me	National University of Singapore	Developing People	Intermediate	
				Teamwork	Intermediate	
		Personal Leadership and Business Success Series: Personal Effectiveness	Singapore Management University	Decision Making	Intermediate	
				Interpersonal Skills	Advanced	
	Advanced	Creative Communication Strategies	Singapore University of Social Sciences			
		Coaching Workshop	Ngee Ann Polytechnic			
		Advanced Negotiation Skills	Nanyang Technological University			
		Advanced Communication Strategies: Using Strategic Persuasion To Get What You Want	Singapore Management University	Interpersonal Skills	Intermediate	
	Computational Thinking	Basic	Basic Data Analytics @ Work	Singapore Management University		
Tableau: Unlocking Insights with Analytics			Singapore Management University			
Analytics for Decision Making			Singapore University of Social Sciences	Sense Making	Advanced	
Data Management in the Digitalised Workplace			Singapore University of Social Sciences			
Data Visualisation for Business			Singapore University of Social Sciences	Sense Making	Advanced	
Fundamentals of Data Mining			Singapore University of Social Sciences	Sense Making	Advanced	
(Statistical) Reading and Writing for the 21st Century			Singapore University of Technology and Design			
Fundamentals in Python			Singapore University of Technology and Design			
Introduction to Artificial Intelligence			Singapore University of Technology and Design	Digital Literacy	Basic	
Introduction to Data Science			Singapore University of Technology and Design			
Driving Trade and Business with Data Analytics			Ngee Ann Polytechnic	Sense Making	Intermediate	
Fundamentals of Data Analytics			Republic Polytechnic			
Fundamentals of Data Visualisation			Republic Polytechnic			
Managing Business Data			Republic Polytechnic			
Mining Business Data for Insights		Republic Polytechnic				
Text Mining - Making Sense of Unstructured Data		Republic Polytechnic				
Coding for All		Temasek Polytechnic				
Essential Computing Applications		Temasek Polytechnic				
Intermediate		Association and Clustering	Singapore University of Social Sciences	Sense Making	Advanced	
		Data Analytics for Decision Makers	Singapore University of Social Sciences			
		Predictive Modeling	Singapore University of Social Sciences	Sense Making	Advanced	
		Selected Topics in Business Analytics	Singapore University of Social Sciences	Sense Making	Advanced	
		Business Forecasting	Singapore University of Social Sciences	Sense Making	Advanced	
Advanced		Foundation of Data Science	Singapore University of Technology and Design			
Certified Analytical Professional		Singapore Management University	Sense Making	Advanced		
Creative Thinking		Basic	Design thinking bootcamp	National University of Singapore		
			Design Thinking for Innovation	Singapore University of Social Sciences	Problem Solving	Basic
	Design Thinking for Non-Designers		Nanyang Polytechnic	Problem Solving	Basic	
	Infographics Made Easy		Nanyang Polytechnic			
	Business Innovation: Smart Business Device		Republic Polytechnic			
	Creativity and Innovation Workshop		Republic Polytechnic			
	Introduction to Design Thinking		Republic Polytechnic			
	Intermediate	Creative and Critical Thinking (7 hrs)	Singapore Polytechnic	Creative Thinking	Intermediate	
		Design Thinking in New Product Development	Nanyang Technological University			
		Design Thinking In Action Workshop	Singapore Management University			
	Advanced	Personal Leadership and Business Success Series: Business Excellence	Singapore Management University	Problem Solving	Intermediate	
		Digital Labs Design Thinking	Ngee Ann Polytechnic	Problem Solving	Intermediate	
		Social Innovation	Republic Polytechnic			
		Creative and Critical Thinking (14 hrs)	Singapore Polytechnic	Creative Thinking	Basic	
		Design Thinking for Building Innovation	National University of Singapore			
		Design Thinking Facilitation Workshop	Singapore Management University			
		Design Thinking and Experience	Nanyang Polytechnic	Problem Solving	Intermediate	
Decision Making	Basic	Effective Meeting Skills	Singapore Polytechnic			
	Intermediate	Personal Leadership and Business Success Series: Management Efficacy	Singapore Management University	Resource Management	Intermediate	
				Sense Making	Intermediate	
		Personal Leadership and Business Success Series: Personal Effectiveness	Singapore Management University	Communication	Intermediate	
		Interpersonal Skills	Advanced			
Developing People	Basic	Marketing Analytics: From Data to Decisions	Republic Polytechnic			
		Managing Top Talent with Design Thinking	Republic Polytechnic			
		Developing a Growth Mindset	Singapore Polytechnic			
		HR for Non-HR	Singapore Polytechnic			
		Social Competence (Inter-personal)	Singapore Polytechnic			
	Intermediate	Personal Competence (Intra-personal)	Singapore Polytechnic			
		Professional Competence (Workplace Skills)	Singapore Polytechnic			
		Strategic Operations Leadership	Nanyang Technological University			
		Workplace Coaching Begins with Me	National University of Singapore			
		People Analytics	Singapore University of Technology and Design			
Artificial Intelligence	Relationships for Professional Growth	Ngee Ann Polytechnic				
	Enhanced Emotional and Cultural Quotients	Singapore Polytechnic				
	Towards Dynamic Coaching	Institute of Technical Education				
Computational Thinking	Artificial Intelligence: A Layman's Approach	Singapore Management University				
	The Future of Work - Protecting yourself against Cyber Attacks	Singapore Management University				
	Introduction to Artificial Intelligence	Singapore University of Technology and Design	Computational Thinking	Basic		

Digital Literacy	Basic	Basic Computer Skills	Nanyang Polytechnic		
		Cyber Security Awareness	Nanyang Polytechnic		
		SkillsFuture for Digital Workplace	Nanyang Polytechnic		
		Using Excel for budgeting and simple data analytics	Nanyang Polytechnic		
		Making Sense of Digital Customer Analytics	Nanyang Polytechnic		
		SkillsFuture for Digital Workplace	Ngee Ann Polytechnic		
		Be a Cyber Warrior - Fight Against the Black Hats	Republic Polytechnic		
		IT Security and You	Republic Polytechnic		
		IT Security and Your Organisation	Republic Polytechnic		
		Understanding the Smart Nation Initiative	Republic Polytechnic		
		Who am I in this Digital World?	Republic Polytechnic		
		Industry 4.0 in Action (2 days)	Republic Polytechnic		
		SkillsFuture for Digital Workplace	Singapore Polytechnic		
		IT Literacy - Basic Microsoft Word	Institute of Technical Education		
		IT Literacy - Basic PowerPoint	Institute of Technical Education		
		IT Literacy - Google Drive Apps Basic	Institute of Technical Education		
SkillsFuture for Digital Workplace	Institute of Technical Education				
Intermediate		Unleash Productivity through Microsoft Excel	Temasek Polytechnic		
Advanced		Digital and Agile Transformation	National University of Singapore		
Global Mindset	Basic	Industry, Jobs and Skills Transformation	Singapore University of Social Sciences		
	Intermediate	China-readiness - Insights into China	Ngee Ann Polytechnic		
	Advanced	Cross-cultural Management in China	Republic Polytechnic		
Interpersonal Skills	Basic	Achieving Peak Performance with Mental Skills, Emotional Strength and Team Approach	Nanyang Technological University		
		Art of Saying No to Customers Without Offending Them	Nanyang Technological University		
		Capitalising on Productive Emotions	Nanyang Technological University		
		Key Emotional Competence for Managers	Nanyang Technological University		
		Managing Difficult People	Nanyang Technological University		
		Stay Calm and Stand Up: Becoming more assertive in the workplace	Nanyang Technological University		
	Warrior or Worrier? Conflict and Stress Management	Nanyang Technological University			
	Intermediate	Achieving the Psychological Advantage in Leadership	Nanyang Technological University		
		Secret to Motivating Your Team	Nanyang Technological University		
		Negotiation and Relationship Management	Singapore University of Social Sciences		
		Active Listening	Singapore Polytechnic		
		Effective Speaking Skills	Singapore Polytechnic		
Effective Interpersonal Communication Skills (7 hrs)		Singapore Polytechnic	Interpersonal Skills	Intermediate	
Advanced	Social Intelligence for Leaders - How to be a Positive Influence in the People you Lead	Nanyang Technological University			
	Advanced Communication Strategies: Using Strategic Persuasion To Get What You Want	Singapore Management University	Communication	Advanced	
Leadership	Basic	Essential Skills for New Managers	Nanyang Technological University		
		Leading Beyond Managing	Nanyang Technological University		
		Collaborative Performance Management and Coaching	Nanyang Technological University		
		Lead and Influence	Singapore University of Social Sciences		
	Intermediate	Effective People Management Skills	Singapore Polytechnic		
		Effective Leadership Skills (7 hrs)	Singapore Polytechnic	Leadership	Intermediate
		Principles of Management	Temasek Polytechnic		
		Effective People and Team Performance Management for Non-HR Managers	Nanyang Technological University		
	Advanced	The Art of Managing People	Nanyang Technological University		
		Coaching and Mentoring Workshop	Nanyang Technological University		
Lifelong Learning	Intermediate	Business Agility	National University of Singapore		
		Middle Managers' Role in Strategy Implementation - The Lynchpin of Success	Singapore Management University		
		Effective Leadership Skills (14 hrs)	Singapore Polytechnic	Leadership	Basic
		Organisational Culture Change Begins With Me	National University of Singapore		
Managing Diversity	Basic	Transforming Mindsets for Tomorrow	National University of Singapore		
		Achieving Mastery and Success Through Growth Mindset	Singapore Management University		
Problem Solving	Basic	Cultural Intelligence	Singapore Polytechnic		
		Lean Six Sigma (Yellow Belt)	National University of Singapore	Resource Management	Basic
		Critical, Creative and Systems Thinking	Singapore University of Social Sciences	Sense Making	Basic
		Design Thinking for Innovation	Singapore University of Social Sciences	Creative Thinking	Basic
		Awareness Design Innovation Workshop	Singapore University of Technology and Design		
		Design Thinking for Non-designers	Nanyang Polytechnic	Creative Thinking	Basic
	Intermediate	Conflict Resolution Skills	Singapore Polytechnic		
		Tough Problem Solving Through Systems Thinking	Nanyang Technological University		
		Lean Six Sigma (Green Belt)	National University of Singapore	Resource Management	Advanced
		Personal Leadership and Business Success Series: Business Excellence	Singapore Management University	Sense Making	Advanced
		Design Innovation Leadership	Singapore University of Technology and Design	Creative Thinking	Intermediate
		Foundation Design Innovation Bootcamp	Singapore University of Technology and Design		
		Design Thinking and Experience	Nanyang Polytechnic	Creative Thinking	Advanced
		Design Thinking for Entrepreneurship Development	Nanyang Polytechnic		
Advanced	Thinking and Problem Solving Skills	Nanyang Polytechnic			
	Digital Labs Design Thinking	Ngee Ann Polytechnic	Creative Thinking	Intermediate	
Resource Management	Basic	Digital Confidence for Problem Solving	Singapore Polytechnic		
		Problem Solving Skills in Business	Temasek Polytechnic		
		Advanced Social Research Methods and Design	Singapore University of Social Sciences		
		Project Management Appreciation	Nanyang Technological University		
		Practical Business Finance for Non-Financial Executives	Nanyang Technological University		
		Lean Six Sigma (Yellow Belt)	National University of Singapore	Problem Solving	Basic
	Intermediate	Sense Making		Basic	
		Building Business Intelligence and Analytics Function	Singapore Management University		
		Productivity in a Digitalised Workplace	Singapore University of Social Sciences		
		Microsoft Project Discovery	Nanyang Polytechnic		
Advanced	Effective Personal and Professional Management	Singapore Polytechnic			
	Project Management - Essential Skills	Institute of Technical Education			
	Managing Your Business Knowledge Assets	Nanyang Technological University			
	Strategic and Sustainable Project Management Services	Nanyang Technological University			
Intermediate	Breakthrough Project Management - From Stakeholders Perspective	Singapore Management University			
	Personal Leadership and Business Success Series: Management Efficacy	Singapore Management University	Decision Making	Intermediate	
		Managing Operations	Singapore University of Social Sciences	Sense Making	Intermediate

		Driving Trade and Business with Enterprise Resource Planning	Ngee Ann Polytechnic		
		Lean Innovation at Work	Republic Polytechnic		
		Digital Confidence for Productivity	Singapore Polytechnic		
		Project Management	Temasek Polytechnic		
	Advanced	Lean Six Sigma (Green Belt)	National University of Singapore	Problem Solving Sense Making	Intermediate Advanced
Sense Making	Basic	Design thinking bootcamp	National University of Singapore	Creative Thinking	Basic
		Lean Six Sigma (Yellow Belt)	National University of Singapore	Problem Solving Resource Management	Basic Basic
		Data Analytics for Workplace	Nanyang Polytechnic		
		Introduction to Data Analytics	Nanyang Polytechnic		
		A Primer in HR Analytics	Republic Polytechnic		
		Certificate in Data Processing for Consumer Insights	Republic Polytechnic		
		Service Analytics	Republic Polytechnic		
	What Drive\$ You?	Republic Polytechnic			
	Google Spreadsheet Excel - Data Analysis and Collection for Budget Planning	Institute of Technical Education			
	Intermediate	Customer Insights Begins With Me	National University of Singapore	Service Orientation	Intermediate
		Data-driven Customer Experience	National University of Singapore		
		Data Analytics for Managers	Singapore Management University		
		Using Data Analytics to Manage Operational Risks	Singapore Management University		
		Personal Leadership and Business Success Series: Management Efficacy	Singapore Management University	Decision Making Resource Management	Intermediate Intermediate
		Driving Trade and Business with Data Analytics	Ngee Ann Polytechnic	Computational Thinking	Basic
		Business Statistics	Nanyang Polytechnic		
	Data Visualisation and Analytics	Republic Polytechnic			
	Advanced	Design Thinking for Building Innovation	National University of Singapore	Creative Thinking	Advanced
		Lean Six Sigma (Green Belt)	National University of Singapore	Problem Solving Resource Management	Intermediate Advanced
		Certified Analytical Professional	Singapore Management University	Computational Thinking	Advanced
		SMU-Deloitte Data Driven Design: Harnessing the Power of Predictive Analytics	Singapore Management University		
		Analytics for Decision-making	Singapore University of Social Sciences	Computational Thinking	Basic
		Association and Clustering	Singapore University of Social Sciences	Computational Thinking	Intermediate
		Data Visualisation for Business	Singapore University of Social Sciences	Computational Thinking	Basic
		Fundamentals of Data Mining	Singapore University of Social Sciences	Computational Thinking	Basic
		Predictive Modeling	Singapore University of Social Sciences	Computational Thinking	Intermediate
Selected Topics in Business Analytics		Singapore University of Social Sciences	Computational Thinking	Intermediate	
Statistics and Data Analysis		Singapore University of Social Sciences			
Business Forecasting		Singapore University of Social Sciences	Computational Thinking	Intermediate	
Text Mining and Analytics	Nanyang Polytechnic				
Machine Learning Techniques	Nanyang Polytechnic				
Analysing Your Social Media Performance	Republic Polytechnic				
Service Orientation	Intermediate	Customer Insights begins with me	National University of Singapore	Sense Making	Intermediate
		Customer Service Management	Nanyang Polytechnic		
	Advanced	Customer Service Excellence	Temasek Polytechnic		
Teamwork	Intermediate	Workplace Coaching Begins with Me	National University of Singapore	Communication Developing People	Intermediate Intermediate
		Middle Managers' Role in Strategy Implementation - The Lynchpin of Success	Singapore Management University		