



Professional Development
& Career Services Division

COURSE DIRECTORY

As of March 2026

2026



Our Impact

Each year, we have more than...

2,000

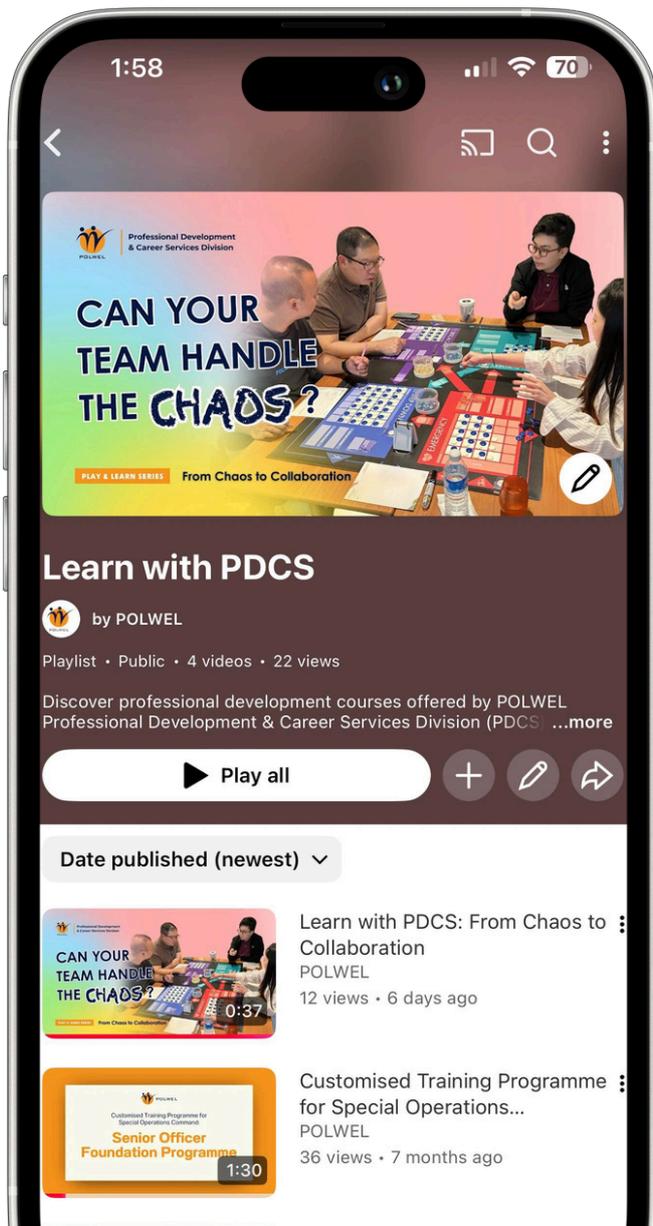
learners

170

course runs

40

**courses
delivered**



**Scan to Watch
Our Courses in Action**



go.polwel.org.sg/learnwithpdc

**Our courses are
available for
registration on**



About POLWEL

Professional Development & Career Services Division

The Professional Development & Career Services Division (PDCS) is the training business arm of POLWEL Co-operative Society Limited (POLWEL). Set up in 2021, PDCS delivers training courses and customised learning solutions to meet the professional development needs of SPF and other government agencies by drawing on our corporate training experience and the specialist expertise of retired or former SPF officers.

PDCS also extends career transition support services and employment opportunities to retiring and retired officers.



Hassle-free Learning Experience

At POLWEL, we prioritise seamless and flexible learning journey designed to meet diverse professional needs.



Colour-coded Professional Development Competency Model

A guide made easy to compare and choose the right courses



Experienced & Skilled Trainers

Greater quality assurance with our trainers, each with an average of 20 years' expertise in their own fields



Engaging and Inclusive Mode of Learning

- In-person learning
- Virtual learning
- Dedicated session
- Customised learning solutions



Additional Funding Options

Choice of using (if applicable):

- Unit Local Training Fund (ULTF)
- Enhanced Learning & Development Subsidies (ELDS)
also known as Transition Dollar, T Dollars



Professional Development Competency Model

Thoughtfully designed for learners, the Professional Development Competency Model (PDCM) serves as a comprehensive colour-coded guide to a menu of customised learning solutions. Besides providing a holistic view of essential skills to nurture, PDCM streamlines the process of comparing and selecting the right course, enabling learners to navigate it in multiple directions. Selecting courses that feature strongest in the same colour-code will empower learners to grow the identified skills, truly making learners' development journey their way!

Self-Mastery	Thinking Skills	People Skills	Leadership Skills
Growth Mindset	Agile Mindset	Emotional Intelligence	Mindful Leadership
Personal Effectiveness	Strategic Planning	Collaboration	Empowerment
Self-awareness	Critical Thinking & Creative Problem-Solving	Communication	Decision-making



Self-Mastery:

- Leverages on own strengths, values feedback for personal growth and development
- Actively seeks out life long learning opportunities; seeking purpose, vision and values
- Commits to self-improvement and demonstrates resilience in learning



Thinking Skills:

- Makes sound and effective evaluation of information
- Derives new insights to develop innovative plans
- Organises deep thinking to develop roadmaps and effectively manage resources
- Demonstrates ability to analyse problems and respond swiftly



People Skills:

- Listens actively and communicates effectively to influence views, share ideas and build relationships
- Seeks and provides support to develop others and create a workplace culture of collaboration
- Recognises and manages own emotions and those of others to overcome challenges, defuse conflicts and achieve positive outcomes



Leadership Skills:

- Makes informed choices as well as effective strategic, tactical, and operational decisions to maximize the quality of their outcomes
- Creates an environment of trust and respect that supports self-actualisation to develop staff and build teams
- Adopts a conscious effort to cultivate leadership presence that reflects focus, clarity and compassion to guide change

Self-Mastery Courses

HRP Code	Course Title	Fees (SGD)	Dates
POL-ATI	Ace the Interview*	1,390	20-21 May 26 18-19 Nov 26
POL-DAME	Data Analytics with Microsoft Excel	230	11 Mar 26 3 Jun 26 1 Oct 26
Contact POLWEL for more info	Debt Management and Settlement Strategies for SPF Supervisors*	590	Dates available soon
POL-ESMPV	Essential Skills in Mobile Photography and Videography	640	Dates available soon
POL-FMSE	Fundamentals of Microsoft Excel	150	18 Mar 26 13 May 26 12 Aug 26 11 Nov 26
POL-LACWC	Leveraging AI to Craft Winning CVs (for retiring officers)	410	9 Apr 26
POL-MPUD	Moving Past the Ups and Downs	820	21-22 May 26 20-21 Aug 26
Contact POLWEL for more info	Nutrition and Fitness for Peak Performance	580	20 Mar 26 29 May 26 15 Jun 26

*This course is exclusively for officers of the Singapore Police Force (SPF).

Course fees are subject to the prevailing GST of 9%.

Course schedule is subjected to changes without prior notice.



Features strongest in Growth Mindset

HRP Code: **POL-ATI**

ACE THE INTERVIEW*

Step into your next promotion interview with confidence! Learn how to deal with challenging questions and blind spots and leave a positive impression during your interview.

 Klaire Chan



Features strongest in Personal Effectiveness

HRP Code: **POL-DAME**

DATA ANALYTICS WITH MICROSOFT EXCEL

Take your Excel skills to the next level! Learn how to analyse and visualise data effectively using tools such as Advanced Pivot Table Functions and Dashboards.

 Maran Chakrapani



Features strongest in Personal Effectiveness

DEBT MANAGEMENT AND SETTLEMENT STRATEGIES FOR SPF SUPERVISORS*

Enhance your financial acumen to better support your team's financial well-being! Learn about effective debt settlement options, how to interpret a Credit Bureau Singapore (CBS) report and more.

 In collaboration with Credit Counselling Singapore



Features strongest in Personal Effectiveness

HRP Code: **POL-ESMPV**

ESSENTIAL SKILLS IN MOBILE PHOTOGRAPHY AND VIDEOGRAPHY

Capture stunning photos and videos using just your phone! Learn about lighting, shape, colour and much more to capture that perfect shot.

 In collaboration with Ngee Ann Polytechnic



Features strongest in Personal Effectiveness

HRP Code: **POL-FMSE**

FUNDAMENTALS OF MICROSOFT EXCEL

Build your Excel skills with confidence! Learn to use key features like basic formulas, charts, and graphs for clear data presentation.

 Maran Chakrapani

*This course is exclusively for officers of the Singapore Police Force (SPF).



Features strongest in Personal Effectiveness

HRP Code: **POL-LACWC**

LEVERAGING AI TO CRAFT WINNING CVs (for retiring officers)

Create CVs that stand out! Learn how to use AI tools to write clear, tailored, and impactful resumes.

 Jason Tan



Features strongest in Self-Awareness

HRP Code: **POL-MPUD**

MOVING PAST THE UPS AND DOWNS

Life is not always steady — but you can be! Learn how to move past emotional highs and lows with resilience and self-awareness.

 Erin Tham



Features strongest in Personal Effectiveness

NUTRITION AND FITNESS FOR PEAK PERFORMANCE

Fuel your body and mind! Learn how nutrition and fitness boost energy, focus and overall performance. Use an assessment tool to identify and overcome challenges.

 Terence Choo

Thinking Skills Courses

HRP Code	Course Title	Fees (SGD)	Dates
Contact POLWEL for more info	AI 101 Workshop	230	4 Jun 26 2 Sep 26 2 Dec 26
POL-CIEI	MODULE 1 Conducting Investigations and Effective Interviewing	450	15 Sep 26
Contact POLWEL for more info	Crisis Management and Communication	650	Dates available soon
POL-CTCPS	Critical Thinking & Collaborative Problem-Solving Skills	550	8 Jun 26 9 Sep 26
Contact POLWEL for more info	Design Thinking for Frontline Officers	900	14-15 Sep 26
POL-DMIDI	Directing and Management of Internal or Disciplinary Investigations	490	10 Apr 26 19 Oct 26
POL-FRIDI	Fundamentals and Reporting of Internal or Disciplinary Investigations	890	16-17 Mar 26 15-16 Jun 26
Contact POLWEL for more info	Health and Wellness for Operational Readiness	580	7 Apr 26 7 Aug 26
POL-H2PAPR	How to Plan a Project Right	970	11-12 May 26
POL-MCTCS	PLAY & LEARN SERIES Mastering Critical Thinking & Creative Solutions	630	4 May 26

Course fees are subject to the prevailing GST of 9%.

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Features strongest in Agile Mindset

AI 101 WORKSHOP

Learn to leverage AI to work smarter and faster by applying practical skills in prompt engineering, AI tools and human-in-the-loop frameworks to automate tasks, enhance decision-making and drive business efficiency responsibly.

 Maran Chakrapani

NEW!



Features strongest in Agile Mindset

HRP Code: **POL-CIEI** **MODULE 1**

CONDUCTING INVESTIGATIONS AND EFFECTIVE INTERVIEWING

Build critical investigative thinking and proficiency to manage investigations systematically and secure reliable statements with confidence.

 Chan Peng Khuan

NEW!



Features strongest in Critical Thinking & Creative Problem-Solving

CRISIS MANAGEMENT AND COMMUNICATION

Develop skills to plan for and manage crises effectively, minimising operational, reputational and financial risks.

 In collaboration with @ASK Training

NEW!



Features strongest in Critical Thinking & Creative Problem-Solving

HRP Code: **POL-CTCPS**

CRITICAL THINKING & COLLABORATIVE PROBLEM-SOLVING SKILLS

Learn how to approach problems with logic and work with others to find effective solutions.

 Tan Soon Meng



Features strongest in Critical Thinking & Creative Problem-Solving

DESIGN THINKING FOR FRONTLINE OFFICERS

Empower your policing approach with practical design thinking tools to solve complex, real-world challenges through hands-on activities and real scenarios. Learn to build empathy, co-create solutions with communities, and drive innovation in frontline policing operations.

 Weixi Tan

NEW!



Features strongest in Strategic Planning

HRP Code: **POL-DMIDI**

NEW!

DIRECTING AND MANAGEMENT OF INTERNAL OR DISCIPLINARY INVESTIGATIONS

Equip the knowledge and skills to effectively oversee internal investigations within the organisation, ensuring fair, structured and compliant investigative practices.

 Chan Peng Khuan



Features strongest in Strategic Planning

HRP Code: **POL-FRIDI**

NEW!

FUNDAMENTALS AND REPORTING OF INTERNAL OR DISCIPLINARY INVESTIGATIONS

Foster a deeper understanding of the investigative process and gain practical skills to conduct ethical and effective internal investigations.

 Chan Peng Khuan



Features strongest in Strategic Planning

HEALTH AND WELLNESS FOR OPERATIONAL READINESS

Learn how to manage fatigue and chronic pain from irregular working hours with a strong support system.

 In collaboration with GP+ Co-operative

NEW!



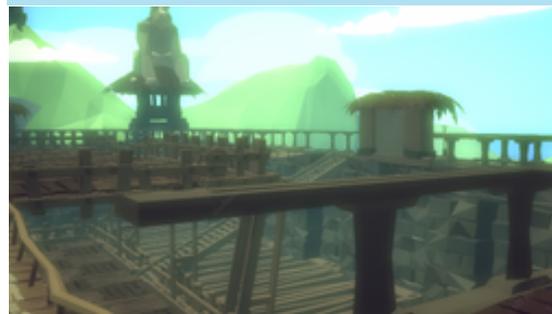
Features strongest in Strategic Planning

HRP Code: **POL-H2PAPR**

HOW TO PLAN A PROJECT RIGHT

A successful project starts with a solid plan! Learn how to set a project schedule and objectives and organise timelines the right way.

 Tan Soon Meng



Features strongest in Critical Thinking & Creative Problem-Solving

HRP Code: **POL-MCTCS**

PLAY & LEARN SERIES

MASTERING CRITICAL THINKING & CREATIVE SOLUTIONS

Discover what your team can achieve when everyone works in sync and gain fresh perspectives on how small actions can shape bigger outcomes!

 Adrian Toh

People Skills Courses

HRP Code	Course Title	Fees (SGD)	Dates
POL-BEME	Better Emails Made Easy!	480	5 May 26 25 Aug 26 26 Nov 26
POL-BRAP	Building Rapport and Partnerships	480	8 Jun 26 8 Oct 26
POL-CFTE	Coaching for Team Effectiveness	400	18 Jun 26 15 Sep 26 3 Nov 26
POL-C2I	Communicate to Influence	530	21 May 26 13 Aug 26
Contact POLWEL for more info	Connect, Engage & Influence using Neuro Linguistic Programming	570	28 Jul 26
POL-DECT	MODULE 3 Delivering Effective Courtroom Testimony	450	20 Apr 26 13 Nov 26
POL-EYAW	Empathy and You at Work	400	25 May 26 19 Oct 26
POL-EPS	Essential Presentation Skills	970	27-28 Apr 26 10-11 Nov 26
POL-FIP	BUNDLE: MODULE 1 - 3 Fundamentals of Investigation Programme	1,190	18-20 May 26 27-29 Jul 26
POL-FCC	PLAY & LEARN SERIES From Chaos to Collaboration	630	13 Apr 26 5 Jun 26
POL-IET	IDENTI3 of an Effective Team	590	Dedicated run available upon request

Course fees are subject to the prevailing GST of 9%.

Course schedule is subjected to changes without prior notice.

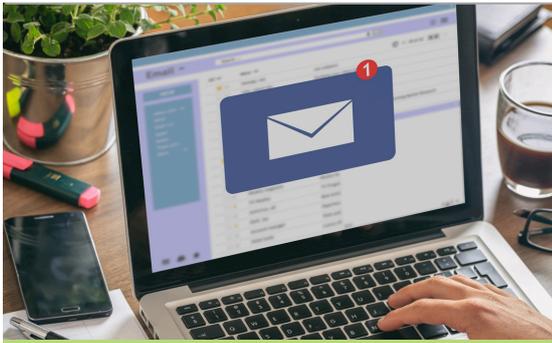
People Skills Courses

HRP Code	Course Title	Fees (SGD)	Dates
POL-MCOTF	Managing Conflicts on the Frontline	670	Dates available soon
POL-MVEPPT	Mastering Visual Excellence with the SPF PowerPoint Template*	580	24 Apr 26 18 Jun 26 3 Sep 26
Contact POLWEL for more info	Service Excellence at the Frontline: Building Trust in Public Service	330	7 May 26 16 Oct 26
POL-LEGO	PLAY & LEARN SERIES Strengthening Communication and Collaboration through LEGO® Serious Play® (LSP)	390	6 May 26 16 Sep 26
POL-SMBR	Stress Management to Build Resiliency	400	30 Mar 26 14 May 26 17 Aug 26
POL-SCOD	Supervisory Care for Officers in Distress	470	26 May 26 13 Jul 26 7 Sep 26 7 Dec 26
POL-TCT	The Coaching Toolkit: Essentials for Every Conversation	590	6 May 26 7 Sep 26 2 Nov 26
POL-WIR	Write It Right	450	19 Mar 26 4 Nov 26
POL-WCSIR	MODULE 2 Writing Clear and Substantiated Investigation Reports	450	27 Mar 26 14 Aug 26

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Features strongest in Communication

HRP Code: **POL-BEME**

BETTER EMAILS MADE EASY!

Learn how to write better emails that save time and avoid confusion by tailoring emails to fit different target readers and fix common grammatical and writing errors.

 Klaire Chan



Features strongest in Emotional Intelligence

HRP Code: **POL-BRAP**

BUILDING RAPPORT AND PARTNERSHIPS

Good relationships drive success! Learn how to connect, communicate, and build strong informal and formal relationships with others.

 Erin Tham



Features strongest in Collaboration

HRP Code: **POL-CFTE**

COACHING FOR TEAM EFFECTIVENESS

Teams thrive with the right guidance! Learn about coaching models and how to apply coaching skills to increase the effectiveness of your team.

 Robin Liu



Features strongest in Communication

HRP Code: **POL-C2I**

COMMUNICATE TO INFLUENCE

Get your message across with impact! Learn how to communicate persuasively and effectively with stakeholders to achieve a meaningful change and frame conversations to create positive outcomes.

 Norsiah Jumaen



Features strongest in Communication

CONNECT, ENGAGE & INFLUENCE USING NEURO LINGUISTIC PROGRAMMING

Elevate your communication and influence using practical NLP techniques to build trust, understand behavioural cues and effectively engage stakeholders for impactful outcomes.

 Weixi Tan

NEW!



Features strongest in Collaboration

HRP Code: **POL-DECT**

MODULE 3

NEW!

DELIVERING EFFECTIVE COURTROOM TESTIMONY

Build the confidence and skills to testify effectively in court through practical guidance and insights into courtroom procedures.

 Chan Peng Khuan



Features strongest in Emotional Intelligence

HRP Code: **POL-EYAW**

EMPATHY AND YOU AT WORK

People thrive when they feel understood! Learn how to build a vibrant and supportive workplace by developing empathetic communication skills.

 Robin Liu



Features strongest in Communication

HRP Code: **POL-EPS**

ESSENTIAL PRESENTATION SKILLS

Make every presentation count! Learn how to assess your target audience and structure your presentations for maximum impact and retention.

 Tan Soon Meng



Features strongest in Collaboration

HRP Code: **POL-FIP**

BUNDLE: MODULE 1-3

NEW!

FUNDAMENTALS OF INVESTIGATION PROGRAMME

A 3-day programme to equip end-to-end investigation competency, covering investigations and interviewing to report writing and courtroom testimony.

 Chan Peng Khuan



Features strongest in Collaboration

HRP Code: **POL-FCC**

PLAY & LEARN SERIES

FROM CHAOS TO COLLABORATION

Expect curveballs, unexpected situations and plenty of “we did not see that coming” moments as you and your team coordinate in a race against time.

 Adrian Toh

*This course is exclusively for officers of the Singapore Police Force (SPF).



Features strongest in Collaboration

HRP Code: **POL-IET**

IDENTI3 OF AN EFFECTIVE TEAM

Complete an IDENTI3 personality profiling questionnaire and gain a better understanding of your personal strengths and challenges and build stronger relationships with your team.

 Klaire Chan



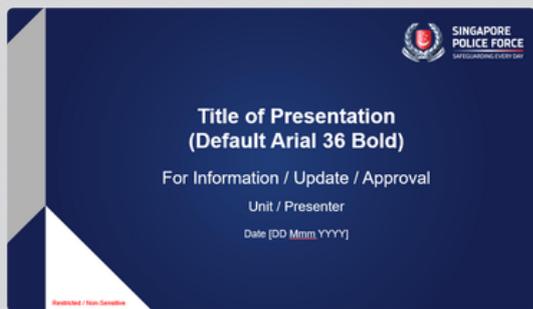
Features strongest in Emotional Intelligence

HRP Code: **POL-MCOTF**

MANAGING CONFLICTS ON THE FRONTLINE

Stay calm under pressure! Learn how to handle disagreements and defuse conflicts in fast-paced, public-facing situations.

 In collaboration with Singapore Mediation Centre



Features strongest in Communication

HRP Code: **POL-MVEPPT**

MASTERING VISUAL EXCELLENCE WITH THE SPF POWERPOINT TEMPLATE*

Master the SPF Visual Identity System (VIS) PowerPoint Template! Learn how to apply the 5Cs design principles - Comply, Clear, Consistent, unCluttered, and CV.

 Norsiah Jumaen



Features strongest in Emotional Intelligence

SERVICE EXCELLENCE AT THE FRONTLINE: BUILDING TRUST IN PUBLIC SERVICE

NEW!

Equip communication and emotional intelligence skills to manage challenging public interactions, de-escalate tensions and communicate regulations clearly while upholding professionalism and public trust.

 Chan Peng Khuan



Features strongest in Collaboration

HRP Code: **POL-LEGO**

PLAY & LEARN SERIES

STRENGTHENING COMMUNICATION AND COLLABORATION THROUGH LEGO® SERIOUS PLAY® (LSP)

Discover new ways to communicate, collaborate and work together through hands-on activities!

 Cai Simin

*This course is exclusively for officers of the Singapore Police Force (SPF).



Features strongest in Emotional Intelligence

HRP Code: **POL-SMBR**

STRESS MANAGEMENT TO BUILD RESILIENCY

Learn about the sources and signs of stress and build strategies to manage physical stress.

 Robin Liu



Features strongest in Emotional Intelligence

HRP Code: **POL-SCOD**

SUPERVISORY CARE FOR OFFICERS IN DISTRESS

A practical workshop for supervisors to recognise signs of distress, understand prevalent mental health issues and engage in supportive conversations.

 Erin Tham



Features strongest in Collaboration

HRP Code: **POL-TCT**

THE COACHING TOOLKIT: ESSENTIALS FOR EVERY CONVERSATION

Uncover your coaching inclinations! Learn how to hurdle yourself with core coaching skills to turn conversations into opportunities for growth and connection.

 Adrian Toh



Features strongest in Communication

HRP Code: **POL-WIR**

WRITE IT RIGHT

Learn how to write in a clear and concise manner to express your ideas and build rapport with the audience using reader-friendly language and the appropriate level of formality.

 Norsiah Jumaen



Features strongest in Collaboration

HRP Code: **POL-WCSIR**

MODULE 2

NEW!

WRITING CLEAR AND SUBSTANTIATED INVESTIGATION REPORTS

Develop skills to draft professional, well-substantiated investigation reports by structuring findings logically, presenting evidence objectively and applying sound evidential analysis to support decisions.

 Chan Peng Khuan

Leadership Skills Courses

HRP Code	Course Title	Fees (SGD)	Dates
POL-ECL	Effective Coaching for Leaders	910	20-21 Apr 26 5-6 Oct 26
POL-GROW	GROW Coaching Clinic	620	7 Jul 26
POL-GOTS	Guide on the Side - Coaching Skills for Leaders who Empower	590	19 Jun 26
Contact POLWEL for more info	Identi3 of an Effective Leader	590	15 Apr 26 29 Sep 26
Contact POLWEL for more info	Leading Change with Confidence	490	11 May 26 17 Sep 26
POL-LWI	Leading with Impact: Enhancing People Skills for Leadership Excellence	880	18-19 May 26 5-6 Oct 26
Contact POLWEL for more info	Strategic Leadership through Systems Thinking	490	6 Jul 26 2 Nov 26
POL-STAOW	Sun Tzu Art of War - 30 Ways to Transform	530	Dates available soon
POL-TEL	The Emotional-Intelligent Leader	650	29 Jun 26 14 Sep 26
POL-TML	The Mindful Leader	1,490	24-26 Mar 26 23-25 Jun 26

Course fees are subject to the prevailing GST of 9%.

Course schedule is subjected to changes without prior notice.



Features strongest in Empowerment

HRP Code: **POL-ECL**

EFFECTIVE COACHING FOR LEADERS

Effective coaching improves both team success and leadership strength! Learn how to apply the GROW Model and essential coaching skills to bring out the best in your team.

 Adrian Toh



Features strongest in Empowerment

HRP Code: **POL-GROW**

GROW COACHING CLINIC

Refresh and hone your coaching skills through a hands-on session using POLWEL's Grow The Coaching Tree toolkit to support real world conversations and outcomes.

 Klaire Chan

NEW!



Features strongest in Empowerment

HRP Code: **POL-GOTS**

GUIDE ON THE SIDE - COACHING SKILLS FOR LEADERS WHO EMPOWER

Sharpen your coaching skills! Learn to refine the quality and impact of your coaching conversations by using coaching models and strategies.

 Klaire Chan



Features strongest in Empowerment

IDENTITY OF AN EFFECTIVE LEADER

Prepares emerging leaders to navigate complexities of new leadership roles with greater clarity and confidence through guided reflection and practical tools.

 Klaire Chan

NEW!



Features strongest in Decision-making

LEADING CHANGE WITH CONFIDENCE

Build the confidence and capability to lead change effectively using proven frameworks and hands-on simulations. Learn to anticipate resistance, engage stakeholders and drive meaningful transformation within your team.

 Erin Tham

NEW!



Features strongest in Decision-making

HRP Code: **POL-LWI**

LEADING WITH IMPACT: ENHANCING PEOPLE SKILLS FOR LEADERSHIP EXCELLENCE

Learn practical techniques to build and motivate your team and how to plan and execute team crisis management.

 Erin Tham



Features strongest in Decision-making

STRATEGIC LEADERSHIP THROUGH SYSTEMS THINKING

NEW!

Equip yourself with practical systems thinking tools to navigate complex workplace challenges through real cases and hands-on exercises for more effective decision-making.

 Erin Tham



Features strongest in Decision-making

HRP Code: **POL-STAOW**

SUN TZU ART OF WAR - 30 WAYS TO TRANSFORM

Through 30 real-world case studies, learn how principles of the greatest military strategists in history can enhance modern leadership and organisational landscapes.

 Matthew Yap



Features strongest in Mindful Leadership

HRP Code: **POL-TEL**

THE EMOTIONAL-INTELLIGENT LEADER

Deepen your understanding of your personal EQ in relation to you as a leader! Learn to understand your Emotional Resilient Profile and your 4 Emotional Intelligence competencies.

 Adrian Toh



Features strongest in Mindful Leadership

HRP Code: **POL-TML**

THE MINDFUL LEADER

Take part in an interactive peer coaching group session to gain a better understanding of your approach to leadership and possible blind spots with the aid of the award-winning, IDENTI3 profiling tool.

 Klaire Chan

We believe learning should be a great experience

We combine proven instructional methods with hands-on and practical training to maximise engagement, retention and real-world application, supported by a conducive learning environment.

Group Discussions

Brainstorming

Role Plays & Simulations

Hands-on Activities

Case Studies

Coaching & Feedback

Group Presentations

Games & Quizzes



Our Training Facilities

We conduct our courses in a conducive and professional learning environment. Sessions are held at our in-house training spaces, as well as at partner venues such as reputable hotel establishments and educational institutions — all thoughtfully selected to ensure a comfortable and focused learning experience.

Prime Locations

Air-Conditioned

Fully Equipped



Dedicated Course Sessions

Interested in one of our courses, but the current schedule does not work for you? We can organise a dedicated course session just for your team, on your preferred date and at your chosen venue. Let us bring the training to you!



Talk on Supervisory Care for Officers in Distress

for Volunteer Special Constabulary,
Singapore Police Force

IDENTI3 of an Effective Team Course

for Training & Capability Development
Department, Singapore Police Force



Customised Training Solutions

Unlock your team's full potential with us today! Our customised training solutions are designed to address specific learning needs by identifying skill gaps, boosting employee performance and aligning learning outcomes with your business goals. Let us equip and transform your workforce with essential tools to succeed and thrive.



We help you get **READY, SET, GROW**



Industry-expert trainers with real-world experience across public and private sectors



Training tailored to your business needs, context, and team dynamics



Scalable by hours, modules, and format — and yes, we can even include a team bonding activity if needed!

Testimonials

“I have a better understanding of myself as a leader after attending this course. It helps me to identify my weakness and provides me direction and methods on how to improve and tighten my grip as a leader.”

- Learner who attended the
IDENTI3 of an Effective Leader course (Customised)



“I learned practical techniques for tailoring my emails to different audiences, ensuring my message is clear and effective. The focus on structured writing, appropriate word choices, and positive framing was particularly helpful. I now feel much more confident in crafting professional and impactful emails, while avoiding common mistakes. This course provided immediately applicable skills that will help me improve my daily workflow.”

- Learner who attended the
Unlock Better Emails course (Customised)



Testimonials

“As someone who often leads cross-functional projects, I’ve learned firsthand how poor planning can derail even the best ideas – and this course has completely changed my approach. Soon Meng’s wealth of practical experience, combined with his clear, structured teaching style, makes complex project planning principles easy to understand and apply. The tools and frameworks he shared have already helped my team deliver projects more smoothly, manage risks proactively, and keep all stakeholders aligned.”

- Learner who attended the
How to Plan a Project Right course (Customised)



“I enjoyed the explanations to why we feel stressed and scenarios described are common and learnt how to resolve them.”

“I learned different ways to react to a situation using time batching techniques.”

- Learner who attended the
Stress Management to Build Resiliency course (Customised)



Testimonials

“Previously, I just bought what I want to eat. But the Supermarket Safari had taught me the different aspect of looking at food ingredients and swapping them with another healthier version with almost the same taste.”

“Overall, I found the workshop to be highly informative and engaging. The facilitators were knowledgeable and effectively conveyed the key takeaways.”

- Learner who attended the
Nutrition & Fitness for Peak Performance course



“This course have benefitted me with the exploration of social media tools and how to know how effective our social media through the measurements from the tools.”

“Able to understand more about tips and tricks on how to efficiently post on social media to increase views and like. Also for better engagement with the audience.”

- Learners who attended the
Art and Science of Social Media Engagement course



Our Trainers

We anchor learning with an optimised mix of corporate training professionals as well as facilitators who are retired or former SPF and Home Team officers, to leverage their rich experience and specialist skills in their respective domains.



Adrian Toh

- Experienced trainer specialising in leadership, team development, and coaching, with a practical and engaging workshop style
- Worked with diverse organisations including GSK, UOB, Prudential, SAF, MTI, and Home Team Academy
- Passionate about helping individuals and organisations unlock their full potential through training and coaching

[View Trainer's Profile for more information](#)



Cai Simin

- Over 15 years of experience as an educator and facilitator with the Ministry of Education (MOE)
- Experienced in designing and delivering professional development workshops for educators and adult learners
- Trained in Design Thinking
- Certified LEGO® Serious Play® facilitator

[View Trainer's Profile for more information](#)



Chan Peng Khuan

- Over 36 years of investigation experience with SPF, including as Head of Investigation Branch in Tanglin and Ang Mo Kio Division
- Trained in Management of Serious Crime (IMOSC) in Australia; served as Principal Specialist (Investigation) under SPF Expert Career Track
- Adjunct trainer with HTSCI and HTA, providing criminal investigation training for Home Team officers
- Led numerous successful investigations, earning multiple awards from MHA and the Commissioner of Police
- Delivering and assessing investigation-related courses for public and private sector organisations

[View Trainer's Profile for more information](#)



Erin Tham Yining

- Former psychologist with SPF, managing portfolios such as resilience, counselling, and organisational diagnostics
- Experienced in delivering supervisory care workshops for middle management across Home Team Departments
- Passionate trainer who creates interactive and engaging learning experiences to equip individuals with practical psychological skills

[View Trainer's Profile for more information](#)



Jason Tan

- 15+ years of training experience in the marketing field
- Award-winning lecturer and marketer known as the “Goliath of Advertising” for successful campaigns with brands like Heineken, Nike, and United Airlines
- Brings real-world marketing experience into the classroom, making theories practical and engaging
- Guided hundreds of individuals into roles with Fortune 500 companies and inspired many to find purpose in their careers

[View Trainer's Profile for more information](#)



Klaire Chan

- Over 20 years of experience in corporate communications, international relations and management skills training
- Combines deep corporate experience with strong communication skills to deliver impactful training, coaching, and consultation sessions
- Passionate and empathetic coach who has inspired and empowered countless executives since 2006

[View Trainer's Profile for more information](#)



Maran Chakrapani

- Over 20 years of experience implementing ICT and computerisation projects for MNCs in the oil and gas sector
- Project consultant for major drilling companies like Ensco, Gulf Drilling, Dolphin Drilling and Borr Drilling
- Designs and delivers customised digital training in Microsoft Office, ERP systems and project management tools such as Primavera and MS Project

[View Trainer's Profile for more information](#)



Matthew Yap

- Over 30 years of leadership experience
- Brings global perspectives from 20 years as an ICAO and IMO consultant, working with international airports and seaports
- Regularly shares leadership insights at training conferences, drawing from both military and civilian sectors

[View Trainer's Profile for more information](#)



Norsiah Jumaen

- Over 20 years of experience in education and learning & development, with expertise in training and instructional design
- Specialises in workplace communication and coaching, delivering courses such as presentation skills, executive coaching and train-the-trainer
- Uses pedagogical strategies and real-world materials to ensure practical, lasting learning outcomes

[View Trainer's Profile for more information](#)



Robin Liu

- Over 20 years of corporate experience across public, private and non-profit sectors
- Certified in ACTA, Corporate Coaching (SMU), Applied Positive Psychology and Positive Psychology Coaching
- Specialises in integrating psychology-based approaches into organisational development and individual coaching
- Conducts training and coaching for clients in healthcare, arts and voluntary welfare organisations

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Tan Soon Meng

- Advocate & Solicitor since 1990, with extensive experience in corporate training for government agencies and international firms
- Specialises in critical thinking, contract law, project and contract management, and business analysis
- Taught at SIM, PSB Academy, MIS, Temasek Polytechnic and conducted legal training for SPF, ICA and MOM

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Terence Choo



- Seasoned fitness educator and former Special Operations Command officer, known for his results-driven and relatable coaching approach
- Creator of IPPREADY.com and co-founder of Buddy FIT
- Holds multiple certifications in health, nutrition and fitness
- Currently Head of Operations at the Police National Service Department and active in leadership roles, including Chair of the HTNS REAL RUN Committee and EXCO member of Asia Professional Speakers Singapore

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Weixi Tan



- Over 18 years of experience in leadership development and adult learning facilitation
- Resident Master Trainer of Workplace Asia
- Partners with global consulting organisations to deliver programmes for diverse industries
- Recognised Specialist Adult Educator by the Institute of Adult Learning and a member of the Forbes Coaches Council
- Author of “Hybrid Work Revolution – What Teams Are Facing, and Leaders Are Missing” (2024)

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**SINGAPORE
POLICE FORCE**





POLWEL Co-operative Society Limited (POLWEL) is a police welfare co-operative for serving members of the Singapore Police Force as well as the business arm of the Police Central Welfare Fund (PCWF) offering a wide range of services to various stakeholder groups.

POLWEL advances members' welfare by channelling part of its annual net surplus back to PCWF.

**Professional Development &
Career Services Division**
by POLWEL Co-operative Society Limited



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