



SUSS Life Academy

Course Catalogue

*Centre for Experiential Learning,
College of Lifelong and Experiential Learning,
Singapore University of Social Sciences*

SUSS Life Academy

The SUSS Life Academy offers courses that support your personal and professional development needs. Curated with the aim to supplement your institutional academic studies, the courses will fill specific gaps in your soft skills repertoire and many can be completed in short durations of 6 weeks or fewer. The courses are taught by experienced instructors, comprising SUSS staff and associates.

So, whether you're a pre-tertiary student looking for courses to prepare you for undergraduate studies, a mature student exploring courses to enhance your existing skills set, or an aspiring entrepreneur brimming with business ideas and hoping to connect with like-minded peers, successful entrepreneurs and potential investors, there's a course or two (or more!) that you would find useful. We invite you to explore our courses and join us on these learning journeys.

For more information, visit us at



suss.edu.sg/cel

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ENTREPRENEURSHIP EXPOSURE PROGRAMME



IMPACT STARTUP 101

It is a known fact that good ideas do not automatically translate into good businesses. The process of testing, validating and pivoting is critical for aspiring entrepreneurs looking to develop ideas that translate into value-adding businesses. You can expect to gain a deeper understanding of the problem you are trying to solve. You will form teams, put your ideas and assumptions to the test, and modify them along the way through the feedback you receive. You will evaluate if your ideas are worth pursuing and proceed to design your first prototype.



Duration: 16 Hours



Learning mode: Asynchronous

MODULES



- Entrepreneurship
- Ideation, with special focus on pain points and inefficiencies of specific customer segments
- Public speaking, with special focus on the elevator pitch
- Lean startup validation
- Customer-problem fit
- Marketing with special focus on market size estimation and go-to-market strategies
- Minimum Viable product (MVP)

LEARNING OUTCOMES



- Demonstrate knowledge and understanding of the lean startup methodology
- Examine the key drivers behind the proposed value proposition
- Identify problems to be solved with the business idea
- Propose a hypothesis of a potential customer and test the assumptions behind the problem of the customer



GIG ACADEMY

The Gig Academy offers customized and targeted modules that prepare you to join the Gig Economy and discover that self-employment is an alternative option for employment. This series offers 8 modules that provide you with a holistic overview of the Gig Economy.

Learn from experienced industry experts and content created by professionals from organisations such as Facebook and CreativesAtWork. They will provide you with a guided way of application into the industry. Look forward to immediately applying your knowledge and skills developed from the programme.



Duration: 12 Hours



Learning mode: Asynchronous

MODULES



- Introduction to Gig Economy and its Ethics
- Freelancing
- Ecommerce
- Micro-influencing
- Search Engine Marketing
- Social Media Marketing
- Sales Techniques

Notes:

'Introduction to Gig Economy and its Ethics' is a co-requisite module to the other Gig Economy modules; the duration of this module is 2 hours.

There is a self-assessment in each module that is to be completed at the end of the module.

LEARNING OUTCOMES



- Know and understand the possible pitfalls in the Gig Economy and how you can avoid them
- Develop an action plan and apply industry knowledge learnt from experts into practice



LEADERSHIP DEVELOPMENT PROGRAMME



FACILITATIVE LEADERSHIP

Facilitative leadership is about involving others in decision-making and aligning people to share and achieve a common goal. Effective facilitation is an art and skill that requires practice. You will develop your verbal and non-verbal facilitation skills to relate to others effectively, and learn to use facilitative techniques to build consensus and strengthen your teams.



Duration: 6 Hours



Learning mode: Synchronous

TOPIC



- Facilitative Leadership

LEARNING OUTCOMES



- Use facilitation as a means of creating inclusive teams
- Achieve consensus with others through facilitation
- Conduct facilitation exercises and use games to energise, elicit meaningful learning, and develop trust and support within teams
- Use a wider range of verbal and non-verbal skills



STRENGTHS-BASED APPROACH TO LEADERSHIP

An effective leader is highly aware of their personal strengths, and is able to leverage on the strengths of team members to achieve a common goal. Develop an awareness of your strengths and the strengths of others for positive leadership outcomes.



Duration: 6 Hours



Learning mode: Synchronous

TOPIC



- Strengths-based Leadership

LEARNING OUTCOMES



- Recognize the unique and different talents of others
- Know your top 5 strengths through the Clifton StrengthsFinder assessment tool
- Discover and apply team members' strengths to optimize performance



MY BRANDING TOOLKIT

Be empowered with skills to promote your own professional brand. You will develop a customised toolkit for professional branding, apply it to your branding statements and digital profiles, be confident in presenting and articulating your profile in professional and social interactions, and market your skills and abilities successfully in the ever-competitive job market.



Duration: 6 Hours



Learning mode: Hybrid

TOPICS



- Your LinkedIn profile
- The elevator pitch

LEARNING OUTCOMES



- Implement your professional branding toolkit in your branding statements
- Present a proficient and professional LinkedIn Profile
- Create an effective elevator pitch for networking and job interview purposes



MY RESUMÉ

Learn how to define and match your Attitude, Skills and Knowledge (ASK) to employers' requirements and expectations, and communicate these effectively and positively in your professional resume. Develop the ability to present your skills and abilities effectively in writing and market them successfully in the ever-competitive job market.



Duration: 6 Hours



Learning mode: Hybrid

TOPIC



- Writing a competitive resume

LEARNING OUTCOMES



- Match personal attitude, skills and knowledge (ASK) with employers' requirements and expectations.
- Create a competitive resume based on industry, company and job requirements



JOB INTERVIEWS

Learn how to conduct yourself professionally in different job interview formats, e.g. video interviews and face-to-face group interviews, as well as apply interviewee response techniques to questions on character, credentials and career aspirations, and situational, behavioural and odd ball questions. Develop the ability to communicate your skills and abilities effectively in the ever-competitive job market.



Duration: 6 Hours



Learning mode: Hybrid

TOPIC



- Preparing for a job interview

LEARNING OUTCOMES



- Manage different job interview situations
- Create an appealing video interview response
- Respond to a range of job interview question-types



UNDERSTANDING SELF AND TIME MANAGEMENT

Learn behaviors, actions and responses that will enable you to cope successfully at work. You will uncover your sense of self and become aware of your identity in teamwork. You will gain insights into self- and time management in the face of competing demands and distractions.



Duration: 6 Hours



Learning mode: Synchronous

TOPICS



- Self-awareness, self and others, self in teams
- Time management skills

LEARNING OUTCOMES



- Demonstrate self-awareness and understanding of one's team role
- Apply personal organisation skills, e.g. GYLIO, and time management skills, e.g. Pomodoro, to your professional and personal lives



PROFESSIONAL INTERACTIONS AT THE WORKPLACE

Learn behaviors, actions and responses that will enable you to cope successfully at work. Get tips and strategies for professional and social interactions that will enable you to integrate well within your workplace.



Duration: 6 Hours



Learning mode: Synchronous

TOPICS



- The art of networking and finding a sponsor
- Receiving feedback

LEARNING OUTCOMES



- Apply networking skills in a professional setting
- Demonstrate understanding of feedback triggers and respond positively to feedback



MANAGING LIMITATIONS AND STRESS

Learn behaviors, actions and responses that will enable you to cope successfully at work. You will assess, and learn to manage, your limitations, as well as be able to identify and cope with workplace stressors so as to enable you to work effectively.



Duration: 6 Hours



Learning mode: Synchronous

TOPICS



- Knowing your limitations and turning them into strengths
- Reducing work-related stress
- Developing resilience and preventing burnout

LEARNING OUTCOMES



- Develop strategies to cope with one's limitations
- Create an action plan to deal with work-related stressors



DIGITAL & DATA LITERACY

Get an overview of the development, challenges and opportunities arising from industry digitalization, develop a fundamental awareness of it, and find out how you can effectively leverage on it to impact your career development.



Duration: 3 Hours



Learning Mode: Asynchronous

TOPICS



- Demystifying Industry Digitalization
- Fundamentals of IoT
- Digitalization and Data

LEARNING OUTCOMES



- Explain how digitalisation impacts the business eco-system
- Discuss opportunities and challenges presented by industry digitalisation



ENGAGING RESPONSIBLY WITH AI AND MACHINE LEARNING

Ever wondered about the history, trends and enabling technologies in Artificial Intelligence? What are the challenges and opportunities surrounding ethical artificial intelligence? Learn about these and develop a fundamental understanding of how you may work effectively and ethically with artificial intelligence to make a difference in the community and at the workplace.



Duration: 3 Hours



Learning Mode: Asynchronous

TOPICS

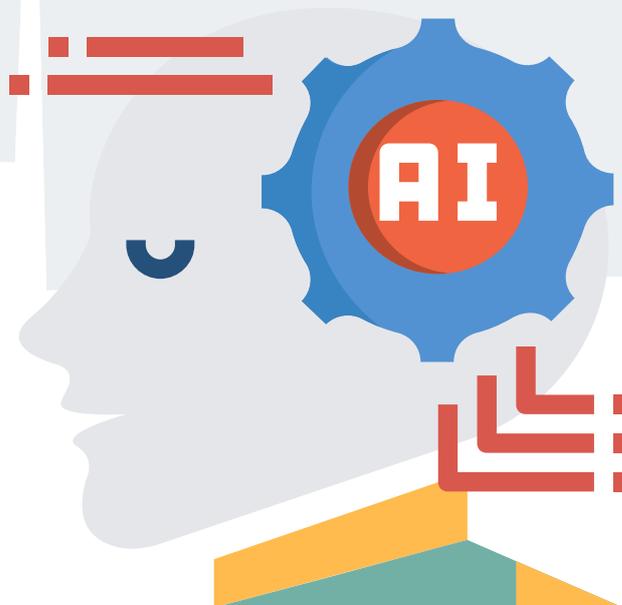


- Demystifying Artificial Intelligence (AI) and Machine Learning (ML)
- Engaging responsibly with AI, and ethical AI
- Working with AI for sustainability and social good

LEARNING OUTCOMES



- Explain what Artificial Intelligence and Machine Learning mean
- Point out AI and ML strategies, and the challenges and risks posed by AI
- Discuss how one can engage with AI responsibly and ethically



SUSTAINABLE DEVELOPMENT IN THE WORKPLACE

What are the current issues relating to sustainability and why are sustainable business decisions critical success factors for businesses? Learn about these and find out how to address sustainability issues in ways that would make a difference to your employers and the businesses you engage in.



Duration: 3 Hours



Learning Mode: Asynchronous

TOPICS



- Introduction to sustainable development
- Sustainability and the impact of Sustainable Development Goals (SDGs) on business
- Sustainability initiatives at the workplace

LEARNING OUTCOMES



- Explain the significance of sustainable development
- Recognize sustainability challenge areas, and relevance in and for industries and companies
- Discuss sustainable development opportunities at the workplace
- Design initiatives with regards to sustainability at the workplace



COMMERCIAL TACTICS IN BUSINESS

Get ready for the world of business with a good grasp of how the corporate world operates. Learn about, use and respond to a range of commercial tactics, and assess their impact. Show your business savvy and bring value to your organisation.



Duration: 6 Hours



Learning Mode: Hybrid

TOPICS

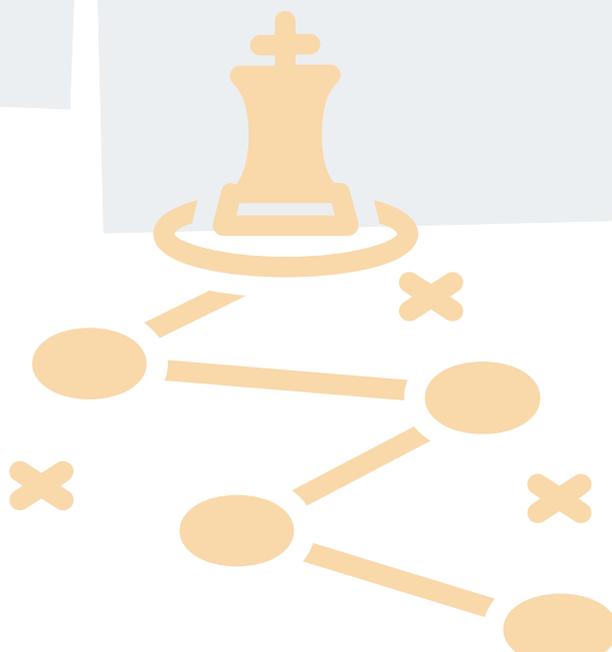


- Commercial tactics e.g. create market euphoria, trigger business disruptions, sharp practice
- Sun Tzu's Art of War in business and Game Theory in the business world

LEARNING OUTCOMES



- Demonstrate understanding of the impact of real-world business issues
- Propose or defend decisions made in real-life business situations



FINANCIAL RISK MANAGEMENT

How can stakeholders' interests be protected and shareholders' value be enhanced? What are the financial considerations behind business decision-making? Learn about these and find out how you and your team can deliver value to stakeholders and investors backing your organisation.



Duration: 6 Hours



Learning Mode: Hybrid

TOPICS

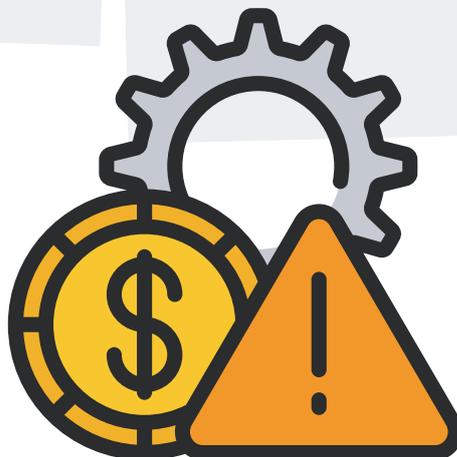


- Business risks and impact on business
- Improving Total Shareholders Return (TSR) and mitigating potential downside risks

LEARNING OUTCOMES



- Analyse business risks and the impact on an organisation's revenue structure, cost structure and capital structure
- Propose or defend financial decisions made in real-life business situations



NEGOTIATION STANCES

Get ready for the world of business with a good grasp of how the corporate world operates. Find out how companies negotiate to win, negotiate to lose and when negotiation powers are different. Gain insights into the seller's/buyer's mind and the winner's/loser's mind, and learn to prepare bargaining chips to negotiate open market deals.



Duration: 6 Hours



Learning Mode: Hybrid

TOPICS



- Negotiation stances
- Understanding the Seller's mind and the Buyer's mind
- Understanding the Winner's mind and the Loser's mind

LEARNING OUTCOMES



- Prepare and justify negotiation stances appropriate for specific business decisions



COMMUNITY ENGAGEMENT PROGRAMME



COMMUNITY ENGAGEMENT AND ME

Learn about community engagement as a lifelong learning practice and how you can play a part in your community. You will explore the 'why' and 'what' of building up community engagement as a movement.



Duration: 8 Hours



Learning Mode: Asynchronous

TOPICS



- The beginning questions: 'Why' and 'What' of community engagement
- Gearing up – key principles and elements of community engagement
- Learner in action

LEARNING OUTCOMES



- Articulate your personal 'why' of community engagement and participation; and how we can perceive efforts in building up community engagement as a commitment to lifelong learning practice.
- Develop a working knowledge of community engagement and critically reflect on the basic principles, key elements and practices of community engagement
- Identify and apply the basic principles and key elements of community engagement in your chosen settings

[Click here to register](#)



NAVIGATING THE COMMUNITY ENGAGEMENT JOURNEY

Learn about community engagement as a lifelong learning practice and how you can play a part in your community. You will explore the “how” of community engagement, and consider various approaches in building an ecosystem of social support and cohesion for all strata of society.



Duration: 8 Hours



Learning Mode: Asynchronous

TOPICS



- Driving multi-stakeholder conversations: the “how” of community engagement
- Designing a community engagement project
- The community engagement learner in action

LEARNING OUTCOMES



- Identify various approaches to effect meaningful and insightful conversations and reflections on pertinent contemporary issues with multiple stakeholders so that community members can be empowered to take catalytic action
- Identify and interpret the programmatic elements that make up community engagement experiences, in particular, within the chosen settings and communities that you operate in
- Apply the programmatic elements of managing a community engagement project in your chosen settings

[Click here to register](#)



SEARCH INSIDE YOURSELF (SIY)

Developed at Google and backed by science, the Search Inside Yourself (SIY) course takes a deep-dive into mindfulness-based practices for developing emotional intelligence to bring about sustainable well-being, motivation and high performance for you, your teams, and your organizations.

In our hyper-connected, always-on world, SIY takes a unique approach: helping you to learn to live more skillfully by developing attention inward. Greater self-awareness forms the foundation for emotional intelligence competencies. Learn practices that allow you to voluntarily bring your mind into a state that is calm, clear, and focused on demand, including mindful breathing, journaling and interactive exercises in mindful conversation.

The 1-Day SIY course shall be supported by a 28-Day Post Challenge, with varied daily short practices taught in the course. This 28-Day Post Challenge is an integral part of the SIY course to help you build new habits as you move forward in life. Highlights from SIYLI's 2020 Impact Report shows the SIY course has indeed made positive difference in people's lives, around topics of mindfulness, stress, resilience, empathy, compassion and leadership. It is now an opportunity for you to experience the SIY learning journey.



Duration: 8 Hours



Learning Mode: Synchronous

TOPICS



- Mindfulness
- Self-Awareness
- Self-Management
- Motivation
- Empathy
- Leadership

LEARNING OUTCOMES



- Enhance your focus and creativity
- Develop agile and adaptive mindsets, greater self-awareness and emotional regulation
- Deal with stress responses and increase resilience
- Improve communication and decision-making skills
- Cultivate supportive social relationships with sharper emotional intelligence



Appendix A - Courses by Duration

1 to 8 hours

Leadership Development

- Facilitative Leadership
- Strengths-based Approach to Leadership

Professional Growth

- My Branding Toolkit
- My Resume
- Job Interviews
- Understanding Self and Time Management
- Professional Interactions at the Workplace
- Managing Limitations and Stress
- Digital and Data Literacy
- Engaging Responsibility with AI and Machine Learning
- Sustainable Development in the Workplace
- Commercial Tactics in Business
- Financial Risk Management
- Negotiation Stances

Community Engagement

- Community Engagement and Me
- Navigating the Community Engagement Journey

Self-Development and Wellness

- Search Inside Yourself (SIY)

9 to 16 hours

Entrepreneurship Exposure

- Impact Startup 101
- Gig Academy

Appendix B - Courses by Learning Mode

Asynchronous	Synchronous	Hybrid
<p>Entrepreneurship Exposure</p> <ul style="list-style-type: none"> • Impact Startup 101 • Gig Academy 	<p>Leadership Development</p> <ul style="list-style-type: none"> • Facilitative Leadership • Strengths-based Approach to Leadership 	<p>Professional Growth</p> <ul style="list-style-type: none"> • My Branding Toolkit • My Resumé • Job Interviews
<p>Professional Growth</p> <ul style="list-style-type: none"> • Digital and Data Literacy • Engaging Responsibility with AI and Machine Learning • Sustainable Development in the Workplace 	<p>Self-Development and Wellness</p> <ul style="list-style-type: none"> • Search Inside Yourself (SIY) 	<ul style="list-style-type: none"> • Commercial Tactics in Business • Financial Risk Management • Negotiation Stances
<p>Community Engagement</p> <ul style="list-style-type: none"> • Community Engagement and Me • Navigating the Community Engagement Journey 	<p>Professional Growth</p> <ul style="list-style-type: none"> • Understanding Self and Time Management • Professional Interactions at the Workplace • Managing Limitations and Stress 	

Appendix C - Course Fees

Course		Cost (SGD)
		Delivery Fee Per Student
1	Gig Economy	
	Introduction to Gig Economy and its Ethics*	30
	Freelancing	30
	Ecommerce	30
	Micro-influencing	30
	Search Engine Marketing	30
	Social Media Marketing	30
	Sales Techniques	30
2	Impact Startup 101	180
*Note: Co-requisite course to other Gig Economy Courses		

Course		Cost (SGD)
		Delivery Fee Per Course
1	Strengths-based Approach to Leadership*	1,900
2	Facilitative Leadership*	1,900

*Note: Class size – maximum 25

Course		Cost (SGD)
		Delivery Fee Per Student
1	Community Engagement and Me	50
2	Navigating the Community Engagement Journey	50

Course		Cost (SGD)
		Delivery Fee Per Course
1	Search Inside Yourself	2,300

Course Fees

Course		Cost (SGD)	
		Delivery Fee Per Course	Delivery Fee Per Student
1	My Branding Toolkit*	1,250	
2	My Resumé *	1,250	
3	Job Interviews*	1,250	
4	Commercial Tactics in Business*	1,250	
5	Negotiation Stances*	1,250	
6	Financial Risk Management*	1,250	
7	Professional Interactions at the Workplace*	1,900	
8	Managing Limitations and Stress*	1,900	
9	Understanding Self and Time Management*	1,900	
10	Digital & Data Literacy		12
11	Sustainable Development in the Workplace		12
12	Engaging Responsibly with AI and Machine		12

*Note: Professional Growth class size – maximum 30

Appendix D - Coaches

Courses

- Facilitative Leadership
- Strengths-based Approach to Leadership

Dr William Glasser, a renowned American psychiatrist, once shared that 80 percent of our learning is through experiencing it personally. Learning by doing is what Kong Hwee Ling believes in. Hwee Ling has been an educator for more than 25 years. She has worked as a teacher, led as head of department in local schools, and served as the pioneering principal of an international school in Cambodia.

Hwee Ling has a Master degree in Education, specializing in developmental studies. She possesses deep expertise in pedagogic training in areas such as curriculum differentiation and critical thinking. She is a certified trainer of The Leadership Challenge and a certified mentor for Future Problem Solving (FPS) and Community Problem Solving (CMPS).



Kong Hwee Ling

 [Click here for profile](#)



Harminder Singh

 [Click here for profile](#)

Passionate about leadership development and creating future-ready leaders with a heart to serve, Harminder Singh spearheads the XL Academy leadership programme at SUSS. As a youth coach and mentor, he focusses on harnessing the unique potential of individuals to build high-performing teams. He has also developed courses to expose learners to emerging economies and support them in adopting a global mindset.

Harminder possesses more than 10 years of corporate experience in education and defence-related areas, and is experienced in leading youth non-profit organisations. He is a certified Virtual Facilitator and has facilitated virtual and face to face sessions for students and educators alike.

Coaches

Courses

- Understanding Self and Time Management
- Professional Interactions at the Workplace
- Managing Limitations and Stress

Billy Hu's professional and educational background is in Accountancy and he is a Chartered Accountant (Singapore). He has more than 20 years of teaching experience and has taught at the Nanyang School of Business at the Nanyang Technological University and at SUSS' School of Business. His areas of expertise include managerial accounting and professional development training in self-management, judgement and decision making.

In his current role, Billy serves as career mentor to accountancy undergraduates and regularly conducts career skills training and courses that enhance their employability. Known as a student-oriented mentor, Billy has a genuine interest in nurturing students in their career development journey. He is certified in the Strong Interest Inventory®, and possesses an Advanced Certificate for Career Development and Facilitation.



Billy Hu



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Course

- My Branding Toolkit

Joyce Tan has more than 20 years of professional experience within the financial services, real estate and, most recently, education industries in Europe and Asia. Since 2008, Joyce has focused her efforts on building and developing career services at higher education institutions, coaching individuals, creating and designing competency development workshops, and providing recruitment advice to employers.

In her current role, Joyce coaches and supports undergraduates in their career development endeavours through opportunity creation, and develops and teaches workshops and courses aimed at helping undergraduates expand their employability skills portfolio. Joyce possesses a Master of Business Administration and will soon add a second Master degree, a Master of Adult Learning, to her educational accomplishments.



Joyce Tan



Click here for profile

Coaches

Courses

- My Resume
- Job Interviews
- Commercial Tactics in Business
- Financial Risk Management
- Negotiation Stances

Patrick Tan has more than 30 years of local and overseas experience in accountancy, finance, aviation, info-communications, leisure, property, shipping and utilities, with expertise in treasury, investment, IPOs, M&A, strategic finance, financial operations, compliance, taxation, insurance and risk management. Patrick has a Master of Business Administration and is a Fellow Chartered Accountant.

In his current role, Patrick brings his extensive corporate experience to the mentoring of undergraduates in their career development, and designs and teaches courses on developing individuals' business acumen and corporate savviness. He is certified in the Myers-Briggs Type Indicator® and Strong Interest Inventory®, and possesses an Advanced Certificate for Training and Assessment and Advanced Certificate for Career Development and Facilitation. He is also a Certified Career Practitioner.



Patrick Tan



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