

**REGISTRATION PROCESS**

Steps to complete your registration for all emotional intelligence training courses, including WSQ courses funded by SkillsFuture Singapore (SSG). Once we can achieve the minimum participants required to form a class, we will notify you 5-7 days in advance to complete all the documentation and payment.

<b>Registration</b>		<b>WSQ Courses Funded by SkillsFuture</b>		<b>Other Courses</b>
		Company Sponsored	Individual Sponsored	Company & Individual Sponsored
1	Pre-register at Google	Pre-registration is not a confirmed registration.		
2	Complete Terms & Conditions Form	Compulsory		
3	Complete SSG Enrolment Upload Template	Compulsory		N.A.
4	Make full payment before the course commences	N.A.		Compulsory
5	Complete online E.Q. prework assessment	Compulsory		

Note: We reserve all rights to cancel or postpone any program (onsite or online) due to unforeseen circumstances.

If a program is cancelled, and the fee has been paid, we will refund the full course fee received.