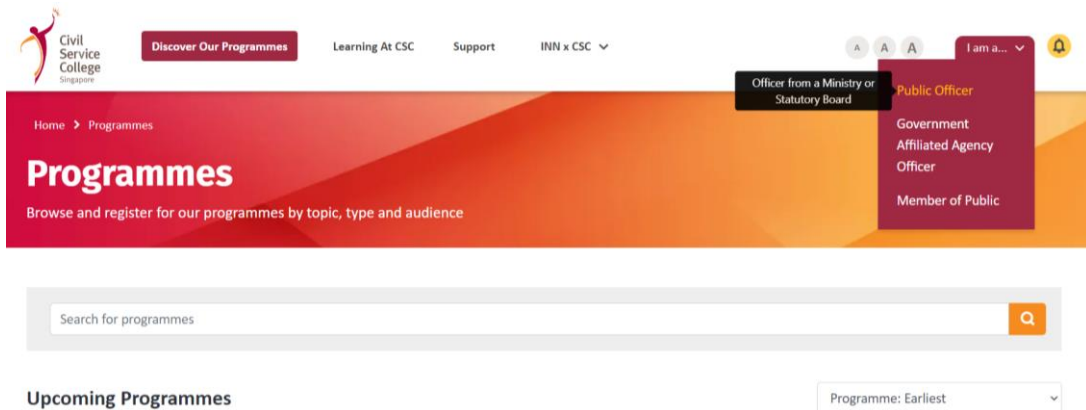


Steps to perform Registration on the Programme Portal

1. On the Programme Portal (<https://register.csc.gov.sg>), hover your mouse over to “I am a...” and select “Public Officer”.

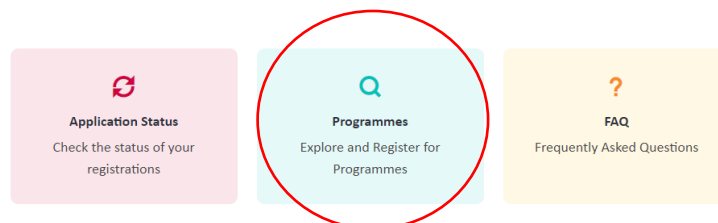
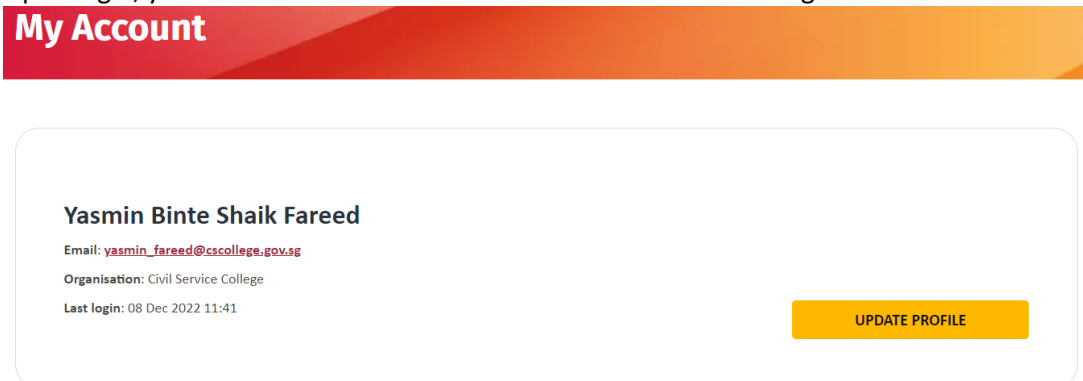


2. You would be prompted to login using Singpass or WOG-AD. You would be able to use WOG-AD for easy login if you are using a GSIB laptop, if not, you may use Singpass to login.

Would you like to login with SingPass or WOG-AD?



3. Upon login, you would see the “Member’s Dashboard”. Select “Programmes”.



- Search for the course and once on the course page, select the class date and click “Apply Now”. You would be brought to the registration page.

[Virtual Classroom] Preparing Effective Minutes of Meetings in the Public Service

ABOUT
OUTLINE
INSTRUCTORS

Domain	Competencies
Our Core Competencies	OCC1: Thinking Clearly and Making Sound Judgements
Communications & Stakeholder Engagement	Written Communication
Our Core Competencies	OCC3: Working As One Public Service

Content Type: Virtual Classroom

Audience: Manager; Senior Officer

Course Code: CRWRMVL

10.00 hours

Virtual Classroom

04 Jan 2023 - 06 Jan 2023

Session dates:

- 04 Jan (14:00 - 17:30)
- 06 Jan (14:00 - 17:30)

\$540.35 per participant
(including 7% GST of \$35.35)

APPLY NOW
[Add to Watchlist](#)

- Select your Organisation name and the name of your Training Coordinator. Acknowledge the Terms and Conditions and click on “Next”.

Note:

- Absentees will be charged the full fee.
- When applying for programme, please adhere to your agency's internal training processes and guidelines.
- If your agency is using HRMS, please send in your course application to CSC through HRMS. Click [here](#) to view the list of agencies currently on HRMS.
- Ministries and Statutory Boards will pay \$540.35 per participant (including 7% GST of \$35.35).
- Course fee may vary for different financial year.

1 Personal Information

Yasmin Binte Shaik Fareed

SXXX2503C

yasmin_fareed@cscollege.gov.sg

I acknowledge that I have read the [Terms and Conditions](#), and verify th

NEXT

2 Enter Organisation Details

Civil Service College

Select a Training Coordinator

- Select a Training Coordinator
- Chen Lishi
- Cheong Wai Yee
- Corine Peh
- Eileen Lim
- Jenifer Lee
- Jocelyn Teo
- Lem Poh Lern
- Lim Kai Han Edmund
- Tan Si Lin
- Tang Wan Xuan (Dong Wanxuan)
- Teo Yu En Jocelyn
- Yasmin Binte Shaik Fareed

6. Check your registration details and click on “Submit Application”.

Programme Selected

Programme Title	Start Date	End Date	Duration	Course Fee
[Virtual Classroom] Preparing Effective Minutes of Meetings in the Public Service	04 Jan 2023	06 Jan 2023	10.00 hours	\$540.35 per participant (including 7% GST of \$35.35)

Participant

Name	NRIC	Email	Organisation	Training Coordinator
Yasmin Binte Shaik Fareed	SXXX2503C	yasmin_fareed@cscollege.gov.sg	Civil Service College	Yasmin Binte Shaik Fareed

GO BACK

SUBMIT APPLICATION

Please note that the submitted application would be routed to your TC and CSC would only receive the application once the TC approves. Unapproved applications would lapse after 3 working days.