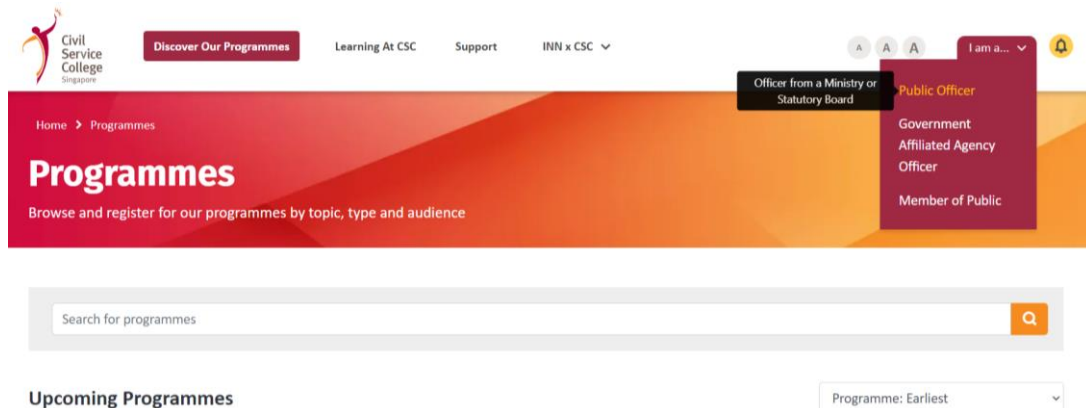


## Steps to perform Registration on the Programme Portal

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

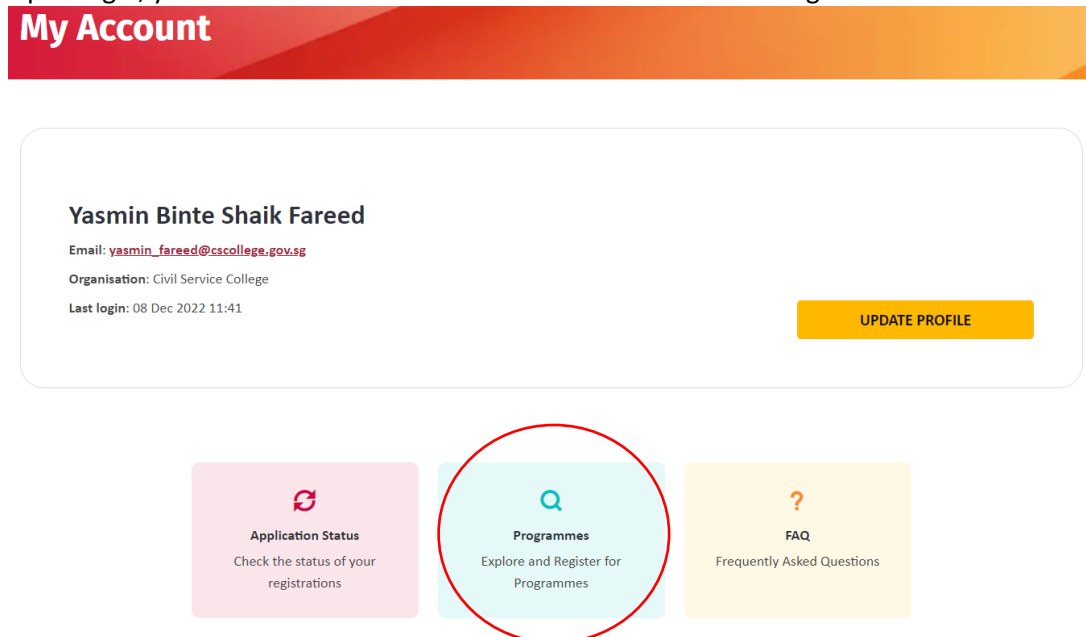


2. You would be prompted to login using Singpass or WOG-AD. You would be able to use WOG-AD for easy login if you are using a GSIB laptop, if not, you may use Singpass to login.

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



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



4. 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](#)

5. 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

2

Enter Organisation Details

Yasmin Binte Shaik Fareed

SXXX2503C

yasmin\_fareed@cscollege.gov.sg

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

NEXT

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	<b>\$540.35</b> 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.*