

GIL Consultancy Pte Ltd
Co Reg No.: 200608944R
GST Reg No.: 200608944R

Established since 1999

1 Coleman Street #07-11 The Adelphi Singapore 179803
e : enquiries@gil.com.sg t : 6423-1130

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Request for dates not stated in this training calendar and onsite training can be arranged.

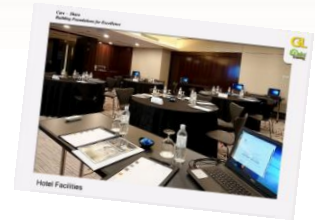
Call us for details on **hotel venue, early bird, promotional or package discounts** for our courses.

Course fee includes **lunch and refreshments** when held at hotel venues.

Check with us for **SDF Grant** or **SkillsFuture Credit** eligibility.

For most current information, visit www.gil.com.sg

Note: All Prices are before GST



COMMUNICATION SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Art of Giving Feedback	VTLOK1AGF	\$390	17	07	07	-	16	-	11	08	12	-	14	13
Communication and Relationship Management	VTLOK1CRM	\$580	10-11	14-15	-	11-12	10-11	06-07	-	15-16	26-27	17-18	21-22	10-11
Effective Business Writing	VTLOK1RBW	\$580	-	12-13	05-06	-	02-03	-	To be released.					
Effective Communication Skills*	VTLOK1ECS	\$390	11	01	01	23	03	04	12	02	06	01	01	03
Effective Communication Skills Level 2* [NEW]	VTLOK1CS2	\$390	12	02	02	24	04	05	13	03	07	02	02	04
Effective Presentation Skills with PRESENT! Model	VTLOK5EPS	\$580	15-16	-	05-06	-	10-11	-	26-27	-	10-11	-	22-23	-
Essential Grammar for Effective Writing	VTLOK1EGW	\$390	02	23	09	-	04	08	To be released.					
Report Writing	VTLOK1RTW	Call	Available on Request Only. Call us for a free consultation.											
Sharpen Your Assertiveness Skill	VTLOK1SAS	\$390	-	-	07	-	-	06	-	-	05	-	-	-
Speak Standard English or Singlish at the Workplace	VTLOK1SES	\$390	10	12	21	-	-	25	-	27	-	08	19	-
Writing Emails for Professional Communications	VTLOK1WEP	\$390	26	09	19	30	21	04	To be released.					
Writing Minutes of Meeting	VTLOK1WMM	\$580	23-24	-	15-16	-	-	05-06	To be released.					

CUSTOMER SERVICE SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dealing with Challenging Customers' Situations [NEW]	VTLOK2CCS	\$390	-	-	-	-	07	To be released.						
Delivering Excellent Customer Service Begins With Your Customer Service Heroes	VTLOK2CSH	\$390	24	-	-	-	09	-	-	01	-	-	14	-
Handling Difficult Callers on the Phone [NEW]	VTLOK2DCP	\$390	10	-	14	-	-	-	19	-	-	09	-	-
EI Skills In Handling Difficult Customer	VTLOK2EDC	Call	Available on Request Only. Call us for a free consultation.											
Manage Customers' Complaints [Feedback]	VTLOK2MCC	\$590	25-26	26-27	15-16	-	17-18	28-29	19-20	20-21	20-21	18-19	12-13	27-28
Serving Customers with PRIDE	VTLOK2SCP	Call	Available on Request Only. Call us for a free consultation.											

INTERPERSONAL SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Build a Highly Productive Team	VTLOK4HPT	Call	Available on Request Only. Call us for a free consultation.											
Engaging Interpersonal Skills	VTLOK2EIS	Call	Available on Request Only. Call us for a free consultation.											

LEADERSHIP SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Team Management - From Front Office to Back Office	VTLOK5ETM	\$390	-	-	-	04	-	-	04	-	-	03	-	-
Empower and Re-energize for High Team Performance	VTLOK5HTP	\$390	-	21	-	25	-	20	-	23	-	24	-	19
Engage People - Engaging Leadership	VTLOK5EPL	\$580	-	-	26-27	-	-	-	30-31	-	-	30-31	-	-
Positive Influencing Skills	VTLOK5PIS	Call	Available on Request Only. Call us for a free consultation.											

MANAGEMENT SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Management Skills to Achieve Results	VTLOK6EMS	\$590	-	22-23	-	-	-	21-22	-	-	-	04-05	-	-
Effective Supervisory Skills	VTLOK4ESS	Call	Available on Request Only. Call us for a free consultation.											
Kaizen Event Management [NEW]	VTLOK6KEM	\$600	29-30	-	-	-	30-31	-	-	30-31	-	-	29-30	-
Supervisory Leadership	VTLOK6SPL	\$580	24-25	-	21-22	-	23-24	-	25-26	-	19-20	-	-	-



TRAINING 2018 CALENDAR

Supported by
VITAL AMPLIOS ACADEMY
MANAGEMENT TRAINING

SDF Approved Courses

SkillsFuture Credit

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PERSONAL PRODUCTIVITY SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Apply Basic Negotiation Skills and Techniques	VTLOK7NST	\$390	10	-	-	18	-	-	18	-	-	17	-	-
Critical Thinking for Growth	VTLOK7CTG	\$390	-	-	21	-	-	20	-	-	19	-	-	-
Effective Problem Solving Skills	VTLOK4PSS	\$590	-	12-13	-	26-27	-	13-14	-	16-17	13-14	-	26-27	06-07
Effective Stress Management Skills	VTLOK7SMS	\$390	-	07	-	-	23	-	-	15	-	-	28	-
EQ Techniques - To Improve Personal Effectiveness At Work	VTLOK2PEW	Call	Available on Request Only. Call us for a free consultation.											
Manage Process Improvement	VTLOK7MPI													
Working Effectively with All Personality Types	VTLOK7WPT													

PROCUREMENT SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Developing your Procurement Acumen [NEW]	VTLOKPDPA	\$410	-	20	19	-	-	11	30	-	-	08	19	-

SALES & MARKETING SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Achieve Sales Results with SALES Model [NEW]	VTLOKSASR	\$650	08-09	-	08-09	02-03	07-08	-	02-03	06-07	03-04	08-09	-	-

HOW TO REGISTER FOR OUR COURSES

- Online** : www.gil.com.sg (from the respective course page)
- Email/Fax** : Download registration form: <http://www.gil.com.sg/courses/gilc-reg.xlsx>
- Learning@Gov** : Only for Government Ministries/Agencies on Learning@Gov (search by **Course Code** or **"Oaks Training"**)
- ACE System** : Only for NEA & PA Officers (inform your TC that the Training Provider is **Oaks Training** and provide them with our **course code** and **course date**)



Course Registration are managed by Oaks Training, a division of GIL Consultancy Pte Ltd

Updated: 05 March 2018