

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.

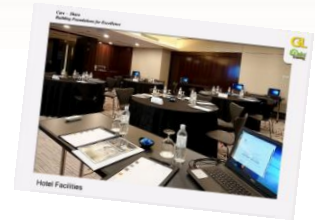
Call us for details on **hotel venue, early bird, promotional or package discounts** for our courses.

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	-	23-24	-	13-14	-	12-13	-
Effective Communication Skills*	VTLOK1ECS	\$390	11	01	01	23	03	04	12	02	-	01	-	03
Effective Communication Skills Level 2* [NEW]	VTLOK1CS2	\$390	12	02	02	24	04	05	13	03	-	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	-	07	27	-	23	-
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	-	06	-	05	26	-
Writing Minutes of Meeting	VTLOK1WMM	\$580	23-24	-	15-16	-	-	05-06	-	02-03	-	16-17	-	-

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	-	19-20	-	20-21	-	12-13	-
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
Effective Interpersonal Skills Level 1	VTLOK3IS1	\$390	-	-	-	-	-	11	-	08	-	22	-	13
Effective Interpersonal Skills Level 2	VTLOK3IS2	\$390	-	-	-	-	-	12	-	29	-	23	-	14

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	-	24-25	-	30-31	-	27-28	-	19-20	-

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	-	06-07	-	04-05	-	17-18
Effective Supervisory Skills	VTLOK4ESS	Call	Available on Request Only. Call us for a free consultation.											
Kaizen Core [NEW]	VTLOK6KCO	\$420	-	-	-	-	09	01	-	15	-	10	-	05
Kaizen Event Management [NEW]	VTLOK6KEM	\$600	29-30	-	-	-	30-31	-	16-17	-	17-18	-	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	-	23-24	-	08-09	-	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	Call												

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	-	-	14	-	26	-

SALES & MARKETING SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Achieve Sales Results with SALE\$ Model	VTLOKSASR	Call	Available on Request Only. Call us for a free consultation.											

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**)

