

GIL TRAINING CALENDAR 2019

Care . Share

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

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

Supported by
VITAL AMPLIOS ACADEMY
Shared Services Management Training

Established since 1999

SDF Approved Courses

Eligible for SkillsFuture Credit

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	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Art of Giving Feedback	VTLOK1AGF	\$390	\$340	17	13	14	18	16	13	18	15	19	17	14	19
Communication and Relationship Management	VTLOK1CRM	\$580	\$480	-	20-21	-	29-30	-	19-20	-	07-08	-	02-03	-	-
Editing & Proofreading [NEW]	VTLOK1EPR	\$400	\$350	04	-	12	-	30	-	To be released in 2019					
Effective Business Writing	VTLOK1RBW	Call		Available on Request Only. Call us for a free consultation.											
Effective Communication Skills	VTLOK1ECS	\$390	\$340	-	11	-	To be released in 2019								
Effective Communication Skills Level 2	VTLOK1CS2	\$390	\$340	-	12	-	To be released in 2019								
Effective Presentation Skills with PRESENT! Model	VTLOK5EPS	\$580	\$480	10-11	-	07-08	To be released in 2019								
Essential Grammar for Effective Writing	VTLOK1EGW	\$390	\$340	31	-	11	-	-	07	To be released in 2019					
Report Writing	VTLOK1RTW	Call		Available on Request Only. Call us for a free consultation.											
Speak Standard English or Singlish at the Workplace	VTLOK1SES	\$390	\$340	-	-	04	-	-	11	-	-	02	-	04	-
Writing Emails for Professional Communications [REVISED]	VTLOK1WEP	\$390	\$340	08	22	-	-	-	06	To be released in 2019					
Writing Minutes of Meeting	VTLOK1WMM	\$580	\$480	10-11	-	07-08	-	-	03-04	To be released in 2019					

CUSTOMER SERVICE SKILLS	Course Code	Fees	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dealing with Challenging Customers' Situations	VTLOK2CCS	\$390	\$340	Available on Request Only. Call us for a free consultation.											
Delivering Excellent Customer Service Begins With Your Customer Service Heroes	VTLOK2CSH	\$390	\$340	28	-	-	To be released in 2019								
Handling Difficult Callers on the Phone	VTLOK2DCP	\$390	\$340	23	-	-	05	-	-	15	-	-	08	-	-
EI Skills In Handling Difficult Customer	VTLOK2EDC	Call		Available on Request Only. Call us for a free consultation.											
Manage Customers' Complaints [Feedback]	VTLOK2MCC	\$590	\$490	14-15	-	14-15	To be released in 2019								
Serving Customers with PRIDE™	VTLOK2SCP	\$390	\$340	-	20	-	To be released in 2019								

INTERPERSONAL SKILLS	Course Code	Fees	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Interpersonal Skills Level 1	VTLOK3IS1	\$390	\$340	07	-	04	To be released in 2019								
Effective Interpersonal Skills Level 2	VTLOK3IS2	\$390	\$340	08	-	05	To be released in 2019								

LEADERSHIP SKILLS	Course Code	Fees	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Team Management - From Front Office to Back Office	VTLOK5ETM	\$390	\$340	18	-	-	To be released in 2019								
Empower and Re-energize for High Team Performance	VTLOK5HTP	\$390	\$340	16	-	20	-	15	-	17	-	-	-	27	-
Engage People - Engaging Leadership	VTLOK5EPL	\$580	\$480	-	25-26	-	To be released in 2019								

MANAGEMENT SKILLS	Course Code	Fees	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Management Skills to Achieve Results	VTLOK6EMS	\$590	\$490	-	18-19	-	To be released in 2019								
Effective Supervisory Skills [REVISED]	VTLOK4ESS	\$400	\$350	21	-	20	To be released in 2019								
Introduction to Data Analytics [NEW]	VTLOK6IDA	\$400	\$350	-	28	20	To be released in 2019								
Kaizen Core	VTLOK6KCO	\$420	\$370	09	-	13	To be released in 2019								
Kaizen Event Management	VTLOK6KEM	\$600	\$500	-	14-15	-	To be released in 2019								
Supervisory Leadership	VTLOK6SPL	\$580	\$480	09-10	-	06-07	-	08-09	-	10-11	-	04-05	-	06-07	11-12

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PERSONAL PRODUCTIVITY SKILLS	Course Code	Fees	Early Bird	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adapt to Change <small>[NEW]</small>	VTLOK7ATC	\$590	\$490	-	27-28	-	24-25	-	26-27	-	21-22	-	23-24	-	-
Apply Basic Negotiation Skills	VTLOK7BNS	\$390	\$340	-	27	-	To be released in 2019								
Art of Getting Things Done <small>[NEW]</small>	VTLOK7GTD	\$400	\$350	-	-	13	22	29	12	31	28	18	16	13	18
Art of Good Housekeeping using 5S Techniques <small>[NEW]</small>	VTLOK7AGH	\$590	\$490	23-24	-	27-28	-	22-23	-	23-24	-	25-26	-	20-21	-
Critical Thinking for Growth	VTLOK7CTG	\$390	\$340	-	08	-	To be released in 2019								
Effective Problem Solving Skills	VTLOK4PSS	\$590	\$490	24-25	-	18-19	To be released in 2019								
Effective Stress Management Skills	VTLOK7SMS	\$390	\$340	-	13	-	To be released in 2019								

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>