



Care . Share

TRAINING CALENDAR

2024

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

My Mail Box: 881344 Singapore 911344
e : enquiries@gil.com.sg t : 6423-1183

Supported by **VITAL**
SHARED SERVICES

Established since 1999

Government Ministries on VITAL's HRP System

Please refer to page 2 on how to register for our courses.

IMPORTANT NOTE:

Oaks Training begins with the letter **O** and not the symbol @ in HRP

Request for dates not stated in this training calendar and **onsite training** can be arranged. Call us for details.

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

GST Effective 1 January 2024 is increased to **9%**

Modes of Training Delivery:

- ✓ **Virtual: Live Streaming via Zoom**
- ✓ **In-Class** (Minimum number required)

For all Scheduled Dates

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	OK1AGF	\$460	17	14	13	24	21	12	03	14	11	16	13	11
Communication and Relationship Management	OK1CRM	\$720	09-10	06-07	05-06	02-03	07-08	04-05	09-10	06-07	03-04	08-09	05-06	03-04
Editing Skills	OK1EDS	Call	Available on Request Only. Call to arrange.											
Effective Business Writing for the Workplace	OK1BWW	Call	Available on Request Only. Call to arrange.											
Essential Grammar for Effective Writing	OK1EGW	Call	Available on Request Only. Call to arrange.											
Introduction to Data Visualization & Storytelling	OK1DVS	\$480	-	-	28	-	-	04						
Report Writing	OK1RTW	Call	Available on Request Only. Call to arrange.											
Writing Better Emails	OK1WBE	Call	Available on Request Only. Call to arrange.											
Writing Minutes of Meeting	OK1WMM	Call	Available on Request Only. Call to arrange.											

CUSTOMER SERVICE SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Manage Customers' Complaints [Feedback]	OK2MCC	Call	Available on Request Only. Call us for arrangements.											

LEADERSHIP SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Becoming a Better Leader Through Growth Mindset	OK5GMS	\$530	-	19	-									
Design Thinking to Achieve Corporate Strategies and Goals	OK5DTK	\$820	-	-	18-19									
The Humanity of Leadership	OK5THL	\$480	-	-	12	-	14	-						

MANAGEMENT SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Big Data Analytics <small>New</small> [with a Brief on AI-Enabled Tools]	OK6IBA	\$480	-	-	05	-	07	-						
Quick Start to Dashboards for Data Analytics	OK6QSD	\$480	-	-	19	-	21	-						
Supervisory Leadership	OK6SPL	\$720	23-24	20-21	19-20	16-17	14-15	18-19	23-24	20-21	17-18	22-23	19-20	17-18

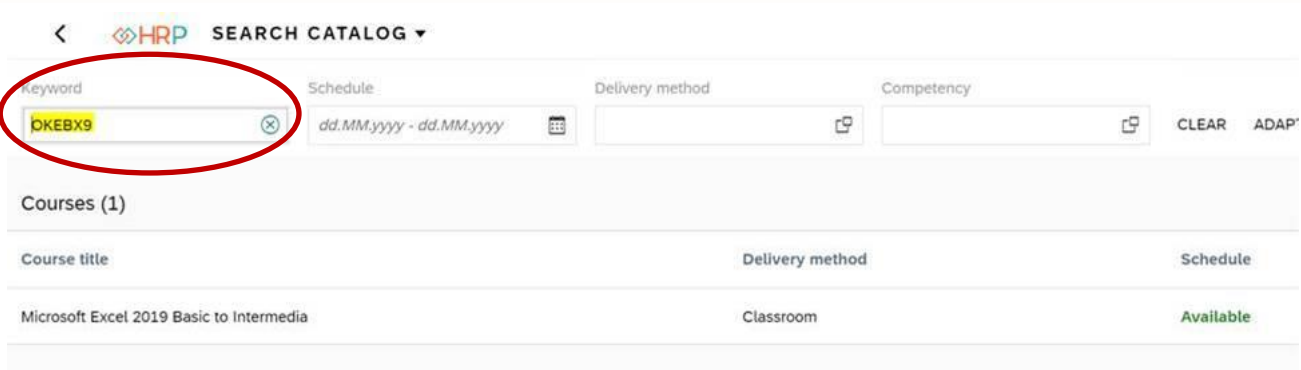
PERSONAL PRODUCTIVITY SKILLS	Course Code	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9 Top Skills for 2024 and Beyond <small>New</small>	OK7NTS	\$480	-	29	-	23	-	-						
Art of Getting Things Done	OK7GTD	\$460	31	28	27	30	29	26	17	28	25	30	27	-
Critical Thinking for Self-Development	OK7CTS	\$480	-	23	-	-	28							
Effective Interaction with Others <small>New</small>	OK7EIO	\$480	-	-	26	-	-	18						
Effective Stress Management	OK7ESM	\$460	-	20	-									
How to Improve Critical Thinking Skills <small>New</small>	OK7ICT	\$480	-	-	-	-	-	11						
Staying Relevant to Overcome Challenges <small>New</small>	OK7ROC	\$480	-	-	-	16	-	25						

HOW TO REGISTER FOR OUR COURSES

Government Ministries on HRP System:

Option 1

- Under HRP Search Catalog shown below



- Enter **Course Code** in the Keyword text box.

We offer both **Online via Zoom and Classroom** regardless of what is stated as Delivery method in HRP

Option 2

- Goto **Browse Catalog** and scroll through the list of tiles to look for “**Oaks Training c/o GIL Consultancy**”

IMPORTANT NOTE: OAKS TRAINING begins with the letter **O** and not the symbol @ in HRP

- Click to **expand** the **tile** to view list of courses.

We offer both **Online via Zoom and Classroom** regardless of what is stated as Delivery method in HRP.

For NEA & PA Officers:

Inform your TC that the Training Provider is **Oaks Training** and provide them with our **course code** and **course date**

Online : www.oakstraining.com (from the respective course page)

Email : Download registration form:

<http://www.oakstraining.com/courses/oakstraining-reg.xls> or email us for simpler registration