

S/N	Activities Details	Duration	Closing Date for Registration	Venue
1	<p><b>Technical Report Writing &amp; Presentation</b>                      This course is developed to enable learners to acquire knowledge and skills where step-by-step guide to document and communicate their message across with clarity and confidence.</p> <p>A Certificate of Proficiency will be awarded to trainees upon completing and passing the test. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.</p> <p>A work assignment and presentation are conducted at the end of the course.</p>	<p>Dates: 12 Jun 2018 &amp; 19 Jun 2018</p> <p>Time: 9:00am to 5:00pm</p>	31 May 2018	ELITC
2	<p><b>Coaching Skills</b>                      This course is developed to enable learners to acquire knowledge and skills on how to prepare, demonstrate, monitor skill practices and schedule follow-ups for effective implementation of On-the-Job training (OJT).</p> <p>A Certificate of Proficiency will be awarded to trainees upon completing and passing the test. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.</p> <p>Skills Practice and written test are conducted at the end of the course.</p>	<p>Dates: 13 Dec 2018 &amp; 14 Dec 2018</p> <p>Time: 9:00am to 4:00pm</p>	30 Nov 2018	ELITC

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 For details, pls refer to our website: [www.elitic.com](http://www.elitic.com)