

Training Provider

GOS
ACADEMY

Supported by

SG ENABLE
Inclusive society. Enabled lives.

GET E-READY

BOOST YOUR EMPLOYABILITY!

E-READY ADMINISTRATOR COURSE

**AN ONLINE COURSE FOR PERSONS
WITH DISABILITIES**



COURSE OUTLINE

HIGHLIGHTS:

USING DIGITAL TOOLS IN ADMINISTRATION

- Google suite
- Trello

UPDATING A COMPANY / E-COMMERCE WEBSITE

- How to access common features
- Updating content
- Useful checks on functions

INTRODUCTION TO DIGITAL MARKETING

- Social Media
- Leads generation

OTHER TOPICS:

WHAT GOES ON IN AN OFFICE?

- Processes & roles

COMMUNICATE EFFECTIVELY

- Written
- Verbal
- Teamwork

ENGAGING CUSTOMERS

- Customer's, company's & employee's rights
- Conflict dis-engagement

ENGAGING SUPPLIERS & VENDORS

- Types of contracts
- Quotations

KEEPING THINGS ORGANISED

- Types of records
- E-organisation of records (e.g. Google Drive)

MONEY MATTERS & DOCUMENT PREPARATION

- Credit & Debit
- Processes & their documents
- E-documentation (e.g. Google Spreadsheets)

WORKFLOW

- Sequence of actions
- Escalation & Follow-up
- Digital Tools (e.g. Trello)

FINDING INFORMATION ONLINE

- Searching for information & opinions

ADMINISTRATION IN SOCIAL SERVICES & EDUCATION SECTORS

- Kinds of information to be entered into online systems
- Types of financial schemes

ADMINISTRATION IN EVENTS MANAGEMENT

- E-registration & use of QR codes
- Event Inventory

WORK-TASKS SIMULATION PRACTICES

- Apply a combination of skills learnt through the course
- Practice teamwork

PREPARING FOR A JOB INTERVIEW

- Matching job requirements
- About the hiring company
- Possible questions

SUBSIDISED COURSE FEES & ALLOWANCE

95% COURSE FEE SUBSIDY *

PAYABLE COURSE FEES:

S\$139.25 *

TRAINING ALLOWANCE:

\$6 per training hour *

TRAINING COMMITMENT AWARD:

\$100 for completing course *

NOTE:

- * Course is only applicable to **Singapore Citizens** and **Permanent Residents**.
- * Course fee subsidy is only available for persons with **disabilities**; persons with disabilities refer to those with autism spectrum disorder; intellectual disabilities; physical disabilities; hearing impairment; and visual impairment.
- * Trainees may receive 95% course fees funding, training allowance and training commitment award, subject to attendance and other terms and conditions.
- * Trainees may also make use of SkillsFuture Credit and CPF Post-Secondary Education Account to offset their payable course fees.

WHO WE ARE

GAS ACADEMY is a trusted professional training provider in Singapore and overseas. We have held training for Multi-National Companies as well as Singapore government agencies.

COURSE WEBSITE



APPLICATION PROCESS

Email completed Application Form with supporting documents to:
TRAINING@LIGHTOFDAWN.COM.SG

APPLICATION PERIOD:
5 Sept 2020 - 16 Oct 2020

SHORTLISTED APPLICANTS INFORMED:
End of Oct 2020

SUCCESSFUL APPLICANTS CONFIRMED:
Nov 2020

START OF COURSE:
Dec 2020

APPLICATION FORM



EMPLOYMENT OPPORTUNITIES

JOB TITLES:

- ✓ Office Administrator,
- ✓ Administrative Assistant,
- ✓ Department Assistant (e.g. Purchasing Assistant)

JOB DESCRIPTION:

- Providing administrative support
- Supporting incoming queries/feedback
 - Documentation and filing
 - Processing of orders, invoices, receipts for the department
 - Assisting in money matters
 - Maintaining records
 - Use digital tools for administrative work
 - Assist in updating websites or e-commerce sites

MEET OUR TRAINERS



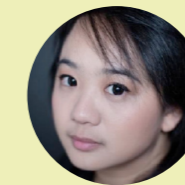
LEOW SIEW KIAT

a seasoned techie with a passion for harnessing technology to make life better. His 30 years of experience in various industries includes: Tech-companies, IT-management in financial transaction business, as well as roles in start-ups and education institutions.



JEFFREY LEUNG

started his career in Singapore's Ministry of Trade and Industry where he spent 2 years working in Enterprise Singapore. He currently spearheads the Conference and Exhibition/Training Business Unit of Gas Academy Pte Ltd. He has



CATHERINE HO

has been spearheading Gas Academy's business development team since 2017. Her strength in event management has contributed significantly to the successful hosting of various conferences and exhibitions in countries such as Nigeria and Cambodia. In her free time, Catherine has also conducted inclusive courses in Theatre for young aspiring artists.



JANICE LIM

has more than a decade of experience in administration in Institutes of Higher Learning. Her work experiences which centred around administration, admissions,

conducted many training programs for multi-national companies and government agencies, including People's Association and Singapore Land Authority.

marketing and operations are a rich source from which she draws from as a trainer.



JERRY LIM

started out as a web designer and has been actively involved in web development since 1999. After pioneering two IT-based companies in his polytechnic and university days, Jerry founded MegaPixel Solutions in 2007, which offers user-friendly IT/Web solutions.