

Course / Module	Jan-12	Feb-12	Mar-12	Apr-12	May-12
<b>Essential Retail Skills (ERS - MPI / SPS / IWC)</b> (English & Chinese) 必备零售技能 40 hours . 5 days . 9am - 6pm .	9-13 Jan (Mon to Fri)	13-17 Feb (Mon to Fri)	19-23 Mar (Mon to Fri)	23-27 Apr (Mon to Fri)	14-18 May (Mon to Fri)
<b>Essential Retail Skills (ERS - MPI / SPS / IWC)</b> (English & Chinese) 必备零售技能 40 hours . 5 days . 3 days/week . 9am - 6pm .	4/6/9/11/13 Jan (Mon/Wed/Fri)	6/8/10/13/15 Feb (Mon/Wed/Fri)	12/14/16/19/21 Mar (Mon/Wed/Fri)	16/18/20/23/25 Apr (Mon/Wed/Fri)	14/16/18/21/23 May (Mon/Wed/Fri)
<b>Maintain Professional Image (English &amp; Chinese) 保持专业形象</b> 12 hours . 1.5 days . 9am - 6pm .	12-13 Jan (Thur to Fri)	13-14 Feb (Mon to Tue)	21-22 Mar (Wed to Thur)	10-11 Apr (Tue to Wed)	17-18 May (Thur to Fri)
<b>Sell Products &amp; Services (English &amp; Chinese) 销售产品及服务</b> 24 hours . 3 days . 9am - 6pm .	10-12 Jan (Tue to Thur)	13-15 Feb (Mon to Wed) 22-24 Feb (Wed to Fri)	6-8 Mar (Tue to Thur) 19-21 Mar (Mon to Wed)	11-13 Apr (Wed to Fri) 25-27 Apr (Wed to Fri)	8-10 May (Tue to Thur) 21-23 May (Mon to Wed)
<b>Interact with Customers (English &amp; Chinese) 待客之道</b> 24 hours . 3 days . 9am - 6pm .	9-11 Jan (Mon to Wed)	15-17 Feb (Wed to Fri) 21-23 Feb (Tue to Thur)	5-7 Mar (Mon to Wed) 21-23 Mar (Wed to Fri)	10-12 Apr (Tue to Thur) 23-25 Apr (Mon to Wed)	7-9 May (Mon to Wed) 23-25 May (Wed to Fri)
<b>Handle Merchandise Display (English &amp; Chinese) 处理商品展示</b> 20 hours . 2.5 days . 9am - 6pm .	11-13 Jan (Wed to Fri)	7-9 Feb (Tue to Thur) 20-22 Feb (Mon to Wed)	7-9 Mar (Wed to Fri) 20-22 Mar (Tue to Thur)	11-13 Apr (Wed to Fri) 23-25 Apr (Mon to Wed)	9-11 May (Wed to Fri) 29-31 May (Tue to Thur)
<b>Provide GEMS (English &amp; Chinese) 提升服务行动</b> 16 hours . 2 days . 9am - 6pm .	5-6 Jan (Thur to Fri)	23-24 Feb (Thur to Fri)	29-30 Mar (Thur to Fri)	26-27 Apr (Thur to Fri)	24-25 May (Thur to Fri)
<b>Perform Point-of-Sales Operations (Chinese) 执行出纳的运作</b> 16 hours . 2 days . 9am - 6pm .	4-5 Jan (Wed to Thur)	13-14 Feb (Mon to Tue) 28-29 Feb (Tue to Wed)	7-8 Mar (Wed to Thur) 20-21 Mar (Tue to Wed)	12-13 Apr (Thur to Fri) 23-24 Apr (Mon to Tue)	9-10 May (Wed to Thur) 29-30 May (Tue to Wed)
<b>Perform Point-of-Sales Operations (English)</b> 16 hours . 2 days . 9am - 6pm .	9-10 Jan (Mon to Tue)	8-9 Feb (Wed to Thur) 23-24 Feb (Thur to Fri)	5-6 Mar (Mon to Tue) 29-30 Mar (Thur to Fri)	10-11 Apr (Tue to Wed) 25-26 Apr (Wed to Thur)	7-8 May (Mon to Tue) 24-25 May (Thur to Fri)
<b>Provide Advice on Footwear (English)</b> 16 hours . 2 days . 9am - 6pm .	11-12 Jan (Wed to Thur)	14-15 Feb (Tue to Wed)	5-6 Mar (Mon to Tue)	18-19 Apr (Wed to Thur)	21-22 May (Mon to Tue)
<b>Provide Advice on Fashion and Apparels (English) - Day Class</b> 16 hours . 2 days . 9am - 6pm .	10-11 Jan (Tue to Wed)	16-17 Feb (Thur to Fri)	13-14 Mar (Tue to Wed)	19-20 Apr (Thur to Fri)	22-23 May (Tue to Wed)
<b>Provide Advice on Fashion and Apparels (English) - Night Class</b> 16 hours . 5 nights . 3 nights/week . 7pm - 10pm .	4/6/9/11/13 Jan (Mon/Wed/Fri)	13/15/17/20/22 Feb (Mon/Wed/Fri)	12/14/16/19/21 Mar (Mon/Wed/Fri)	16/18/20/23/25 Apr (Mon/Wed/Fri)	7/9/11/14/16 May (Mon/Wed/Fri)
<b>Buy Merchandise (English)</b> 30 hours . 5 days . 3 days/week . 9am - 4pm .	4/6/9/11/13 Jan (Mon/Wed/Fri)	13/15/17/20/22 Feb (Mon/Wed/Fri)	5/7/9/12/14 Mar (Mon/Wed/Fri)	9/11/13/16/18 Apr (Mon/Wed/Fri)	7/9/11/14/16 May (Mon/Wed/Fri)
<b>Set Up Retail Business (English) - Day Class</b> 40 hours . 5 days . 3 days/week . 9am - 6pm .	4/6/9/11/13 Jan (Mon/Wed/Fri)	13/15/17/20/22 Feb (Mon/Wed/Fri)	12/14/16/19/21 Mar (Mon/Wed/Fri)	9/11/13/16/18 Apr (Mon/Wed/Fri)	7/9/11/14/16 May (Mon/Wed/Fri)
<b>Set Up Retail Business (English) - Night Class</b> 40 hours . 13 nights . 3 nights/week . 7pm - 10pm .	No Class	13/15/17/20/22/24/27/29 Feb/ 2/5/7/9/12 Mar (Mon/Wed/Fri)	19/21/23/26/28/30 Mar/ 2/4/9/11/13/16/18 Apr (Mon/Wed/Fri)	No Class	2/4/7/9/11/14/16/18/21/23 /25/28/30 May (Mon/Wed/Fri)
<b>Cultivate Productivity and Innovative Mindset (English &amp; Chinese) 培养生产力及创新的思维</b> 16 hours . 2 days . 9am - 6pm .	10-11 Jan (Tue to Wed)	16-17 Feb (Thur to Fri)	12-13 Mar (Mon to Tue)	19-20 Apr (Thur to Fri)	21-22 May (Mon to Tue)
<b>Lead and Facilitate Productivity Improvement (English)</b> 24 hours . 3 days . 9am - 6pm .	17-19 Jan (Tue to Thur)	8-10 Feb (Wed to Fri)	20-22 Mar (Tue to Thur)	2-4 Apr (Mon to Wed)	9-11 May (Wed to Fri)
<b>Manage Retail Productivity (English)</b> 30 hours . 4 days . 9am - 6pm .	10/12/17/19 Jan (Tue/Thur)	21-24 Feb (Tue to Fri)	7/9/14/16 Mar (Wed/Fri)	23 - 26 Apr (Mon to Thur)	16/18/23/25 May (Wed/Fri)

**Terms & Conditions:**

1. Applicants are to submit 2 photocopies of NRIC (both sides) on commencement day of module.
2. Advance payment by NETS only at SIRS is acceptable.
3. SIRS will make every effort to inform participants of the changes. SIRS reserves the right to vary or change any information herein.
4. For more information, please email to [courses@sirs.edu.sg](mailto:courses@sirs.edu.sg) or contact us at 6222-7477.

**条款与条件:**

1. 报读课程者需在开课当天呈交两份身份证复本 (必需包括身份证前后两面)。
2. 学员可在SIRS预付学费,付款方式只限于NETS卡。
3. 新加坡零售管理学院(SIRS)将保留在没有预先通知的情况下,更改以上咨询的权利。
4. 欲询问更多详情,请发电邮至[courses@sirs.edu.sg](mailto:courses@sirs.edu.sg),或拨电 6222-7477与我们联系。