

Register with ALS Today!

2024
TRAINING CALENDAR

Learn More, Do Less Live Fully



Corporate Registration



Individual Registration

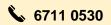
Advanced Learning Singapore

TRAINING CALENDAR 2024



		HRP CODE	COURSE TITLE	FEES (NETT)	MODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
	1	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	S\$755	С	04-05				27-28		08-09		19-20		21-22	
	2	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	S\$755	С		19-20		29-30		10-11		19-20		21-22		09-10
	3	ALSIT-DWF	Design & Build Digital Word Fill-in Form & Auto Export Collected Data to Excel	S\$420	С					08			07			20	
	4	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	S\$810	С		26-27		15-16		13-14		22-23		10-11		12-13
	5	ALSIT-EDA1	Excel 365 Dynamic Arrays Series 1 - Power Functions (Exclusive)	S\$910	С	18-19		14-15		09-10		11-12		12-13		18-19	
, e	6	ALSIT-EFF	Excel Advanced Formulas & Functions	S\$755	С	22-23		21-22		20-21		22-23		23-24		25-26	
t Office	7	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	S\$810	С			18-19			24-25			05-06			02-03
Microsoft	8	ALSIT-DCB	Excel Data Cleansing & Building Techniques	S\$810	С		05-06		18-19		20-21		05-06		24-25		05-06
Σ	9	ALSIT-PTD	Excel Pivot Table In-Depth	S\$420	С		21		17	15	19		14	18	23		18
	10	ALSIT-EPQ1	Excel Power Query Series 1 – Automating Data Preparation (Exclusive)	S\$860	С	11-12		04-05		16-17		15-16		09-10		14-15	
	11	-	Excel Power Query Series 2 – Automate Complex Data Transformation (New Launch & Exclusive)	S\$860	С								15-16		14-15		16-17
	12	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	S\$780	С	15-16		11-12			13-14		19-20			14-15	
	13	ALSIT-PPT	PowerPoint Tips & Techniques	S\$420	С		28		24		26	17	21		16	13	11
	14	ALSIT-WTT	Word Tips & Techniques	S\$420	С	10	14	13		03		24		11	16	06	
er BI	15	ALSIT-PBI1	Power BI Desktop S1 - Data Model, DAX & Dashboard Visualization (Exclusive)	S\$1,380	С	15-17		06-08		13-15		17-19		16-18		11-13	
Power Bl	16	ALSIT-PBI2	Power BI Desktop S2 – Advanced DAX Formula (Exclusive)	S\$910	С		22-23		22-23		06-07		12-13		17-18		19-20

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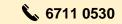
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	17	ALSSS-DDP	Dealing with Difficult People	S\$490	С	08			05				05				
Communication Skills	18	ALSSS-HTA	How to Talk to Anyone: The Art of Everyday Conversation	S\$530	С												
	19	ALSSS-PLL	Persuade Like A Lawyer	S\$530	С												
nicatio	20	ALSSS-SSE	Switch from "Singlish" to Standard English	S\$500	С		16										
nwwc	21	ALSSS-ATW	The Art of Technical Writing	S\$490	С	19						05			04		
ŏ	22	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding	S\$810	С		19-20						22-23			28-29	
	23	ALSSS-WMM	Writing Effective Minutes of Meeting	S\$490	С												
vity	24	ALSSS-AEC	Adapt, Evolve and Change - Embracing changes in an Ever-Transforming Work Environment	S\$490	С		09						16			15	
oduct	25	ALSSS-CTS	Critical Thinking & Decision-Making Skills	S\$500	С		07				10					08	
Personal Development and Productivity	26	ALSSS-MCC	Managing Conflict and Confrontation the Less Stressful Way	S\$810	С		01-02						01-02			04-05	
pment	27	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	S\$510	С	12			05			19		30			
evelo	28	ALSSS-NCB	Nurturing Your Creative Brain	S\$810	С			21-22						12-13			12-13
sonal [29	ALSSS-RSO	Reducing Stress While Optimizing Your 24/7	S\$810	С	15-16						29-30			21-22		
Pers	30	ALSSS-WMG	Working with Multi-Generational Colleagues	S\$490	С			20						27			20
Service Excellence	31	ALSSS-ACS	Awaken Your Customer Service Senses	S\$490	С	24						19			11		
Ser	32	ALSSS-SEW	Service Excellence with a 'WOW'	S\$490	С			15						06			06

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IN-HOUSE TRAINING COURSES

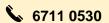
Sales Advisory

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The Power of Communication – Writing & Speaking
Communicate to Influence
Modern Business Writing Skills
Kickass Presentations Intensive
Mastering the Art of Assertiveness for Professional Effectiveness
Replying to Email Feedback & Complaints Effectively
Writing Impactful Papers & Reports
Dealing with Difficult Customers Behaviour
Emotional Intelligence Skills to Make a Difference in your Service to Customers
The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence
The CRM (Customer Relationship Management) Ways to Long- Lasting Relationship

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	Networking: The Art of Small Talk to Build Rapport
	Building your Personal Brand - Enhance Clients' Trust in Us
	Speed Profiling of Customers - Engage Customers Effectively
	Thinking on Your Feet - Respond to Questions Quickly & Calmly
	Selling in the New World - Do Not Sell, Help Customers Buy
	Storytelling - Evoke Emotion & Invoke Action to Buy
	Negotiation - Achieve an All-win Result
	Managing Difficult Conversations - Turn Sceptics into Advocates
	Customer Service Excellence - Provide a Cutting-edge Client Experience
	Stress Management & Reframing - Stay Positive & Resilient

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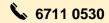
nent	ASSERT© - Conflict Management Skills for Better Work Productivity
Management jagement	DIVERSE© - Leveraging Multi-Gen & Cultural Diversity to Build a High-Performance Team
ler ing	Building a High-Performance Team with True Colours
Stakeholo and E	Managing Teams Effectively in the Virtual Space
Sta	SMILE© Partnering Your Boss at Work

	Error-Proofing Your Process, Products and Services
'ity	Proactive Failure Management using FMEA (Failure Mode Effect and Analysis)
Productivity	Pump Up Your Productivity
Proc	The Fundamentals of Business Process Reengineering - Don't Wait for Something to be Broken to Fix It!
	Understanding how to be LEAN (not just for manufacturing industry)

	21st Century Supervisory Management Skills
Leadership	Leading with Influence: Walk, Talk And Act Like A Boss™
	Powerful Coaching Skills - Build a High-Performance Team
	Quick Guide for (New) Supervisory Management Roles
	Communicate to Influence & Lead - to Get the Results You Want

ent.	Develop a Positive Mindset to Workplace Changes
Personal Development	Raising Emotional Intelligence
	Critical Thinking – Why it can Stimulate Individual Growth
	Problem Solving – Diagnosis of Problems & How to Buy Time to Resolve Them
Pe	Problem Solving 8D (Disciplines) Approach

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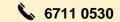
IN-HOUSE TRAINING COURSES

	Essential Habits to Become Highly Effective
ment	Powerful Questioning Skills
Development	Impactful Virtual Meetings to Engage Your Audience
_	Positive Psychology to Develop a Happier Outlook in Life
ersonal	Performance at the Workplace – Why Performance Matters
ш	Overcoming Challenges of WFH – Be Productive Working from Home

_	POWER© Skills to Supercharge Your PAs & Administrators
Development	PRESENT© - Powerful Presentation Skills to Get Your Point Across
	Emerging from Conventional Thinking into Revolutionary Breakthroughs – the "Hows" of Strategic Thinking
Personal	Managing Up – Help Your Boss Help You Succeed Faster
Pe	Application of Learning – How to Apply Your Skills & Knowledge Learned in the Workplace

Additional Information:	Please bring your own laptop for all IT Courses.
For in-house training and closed classes, a minimum number of learners per session is required.	 Our courses are not funded and cannot be claimed through SkillsFuture Credit.
For closed classes and in-house training, you may indicate your preferred month, and availability is subject to the trainer's schedule.	All public run courses are not guaranteed to run, subject to sufficient enrolment to form a class.
 For Organisations on HRP, it is strongly encouraged to use the platform for course registration. C – Classroom training V – Virtual class. 	The training venue will be confirmed at least 3 days before the course start date. ALS reserves the right to change the training venue at its absolute discretion without prior notice, due to class size, venue availability and circumstances outside our control.

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