

# **Advanced Learning Singapore**

**Tel**: (65) 6711 0530 | **Email**: advancedlearning.courses@gmail.com **Visit us @** https://advancedlearningsg.com

2024
TRAINING CALENDAR

Learn More, Do Less Live Fully

# **Register with ALS Today!**



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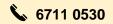
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# **TRAINING CALENDAR 2024**



		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	-	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 ( <i>Exclusive</i> )	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	
ft Office	7	-	Excel Automation with VBA Series 1 - Fundamentals	S\$810	С			18-19			24-25			05-06			02-03
Microsoft	8	-	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 ( <i>Exclusive</i> )	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 ( <i>New &amp; Exclusive</i> )	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	-	PowerPoint Tips & Techniques	S\$420	С		28		24		26	17	21		16	13	11
	14	-	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 ( <i>Exclusive</i> )	S\$1,380	С	15-17		06-08		13-15		17-19		16-18		11-13	
Power BI	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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	17	ALSSS-DDP	Dealing with Difficult People	S\$490	С	08			05				05				
(0	18	ALSSS-EWC	Email Writing with Impact & Clarity	S\$530	С		22								11		03
Communication Skills	19	ALSSS-PWI	Speak to Impress: Presenting with Impact!	S\$530	С			25						20			
nicatio	20	-	Switch from "Singlish" to Standard English	S\$500	С		16			03			13			25	
nwwo	21	ALSSS-ATW	The Art of Technical Writing	S\$490	С	19						05			04		
0	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											06	
Skills	24	ALSSS-AEC	Adapt, Evolve & Change - Embracing changes in an Ever-Transforming Work Environment	S\$490	С		09						16			15	
olace S	25	ALSSS-CRW	Clear & Concise Report Writing Skills	S\$530	С			14		07				13		04	
Workplace	26	ALSSS-CTS	Critical Thinking & Decision-Making Skills	S\$500	С		07				10					08	
nent &	27	ALSSS-FDM	Facilitating Discussions & Meetings Skills	S\$530	С		29						30				10
Personal Development	28	-	From Awareness to Action: Implementing DEI in the Workplace ( <i>New</i> )	S\$860	С											13-14	
	29	ALSSS-MCC	Managing Conflict & Confrontation the Less Stressful Way	S\$810	С		01-02						01-02			04-05	
Pers	30	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	S\$510	С	12			05			19		30			



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		HRP CODE	COURSE TITLE	FEES (NETT)	MODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
Service Personal Development & Excellence Workplace Skills	31	ALSSS-NCB	Nurturing Your Creative Brain	S\$810	С			21-22						12-13			12-13
	32	-	Reducing Stress While Optimizing Your 24/7	S\$810	С	15-16						29-30			21-22		
	33	ALSSS-WMG	Working with Multi-Generational Colleagues	S\$490	С			20						27			20
	34	-	Awaken Your Customer Service Senses	S\$490	С	24						19			11		
	35	ALSSS-SEW	Service Excellence with a 'WOW'	S\$490	С			15						06			06

### Note:

- All our IT trainers use Windows laptops, and the steps outline in the course material are based on Windows version. There will be no laptop provided for all IT courses.
   Please bring along your own laptop.
- Please verify the system prerequisites before registering for any IT courses. Note that if
  you are using a Mac operating system laptop, it may not be compatible with the Windows
  version, and the trainer may not be able to assist with troubleshooting.
- All courses are not guaranteed to run, subject to sufficient enrolment to form a class.
- Course dates may be subject to change. Please contact us to check on the course status.
- For courses that are not listed on HRP, please provide the course title, course fee, and our company name (Advanced Learning Singapore) to your training coordinator for assistance with the course registration.
- A corporate discount is available for groups of 8 or more learners.

### Mode:

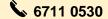
C — Classroom training. The training venue will be confirmed at least 3 days before the course start date. ALS reserves the right to change the training venue at short notice and at its absolute discretion without prior notice, due to class size, venue availability and circumstances outside our control.

## **Closed Class**

- For a group of 6 or more (IT courses) or 10 or more (Soft Skills courses) learners attending the same course at a preferred month, subject to trainer availability.
- Closed class is not customised class.

### **Course Fee Funding**

- All our courses are not subsidised and non-redeemable using SkillsFuture Credit.





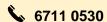
# IN-HOUSE TRAINING WORKSHOPS

omer Service		Communicate to Influence
	e	Modern Business Writing Skills
		Kickass Presentations Intensive
	tomer	Mastering the Art of Assertiveness for Professional Effectiveness
	Cust	How to Talk to Anyone: The Art of Everyday Conversation
	ation	Persuade Like A Lawyer
Communication   Customer	nunic	Dealing with Difficult Customers Behaviour
	Comr	Emotional Intelligence Skills to Make a Difference in your Service to Customers
		The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence

The Power of Communication - Writing & Speaking

	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
dvisor	Selling in the New World - Do Not Sell, Help Customers Buy
Sales Advisory	Storytelling - Evoke Emotion & Invoke Action to Buy
Sa	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

Lasting Relationship



The CRM (Customer Relationship Management) Ways to Long-



# **IN-HOUSE TRAINING WORKSHOPS**

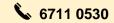
ment t	ASSERT© - Conflict Management Skills for Better Work Productivity
Manager agement	DIVERSE© - Leveraging Multi-Gen & Cultural Diversity to Build a High-Performance Team
der	Building a High-Performance Team with True Colours
Stakehold and E	Managing Teams Effectively in the Virtual Space
Sta	SMILE© Partnering Your Boss at Work

/ity	Error-Proofing Your Process, Products and Services
	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)

Leadership	21st Century Supervisory Management Skills
	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

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

**Contact Us** 



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# IN-HOUSE TRAINING COURSES

# Personal Development

Systematic Approach to Solve Problems & Make Decisions

Powerful Questioning Skills

Impactful Virtual Meetings to Engage Your Audience

Positive Psychology to Develop a Happier Outlook in Life

Performance at the Workplace – Why Performance Matters

# Why In-house training?

- ✓ In-house training is both ideal and cost-effective for training a group of employees simultaneously, reducing per-person training costs, compared to scheduled public courses.
- Contextualised training material is available for in-house training workshops.
- ✓ In-house training fosters a sense of unity among employees, encouraging teamwork and collaboration. Learning together creates a shared experience and understanding.

# Personal Development

POWER© Skills to Supercharge Your PAs & Administrators

PRESENT© - Powerful Presentation Skills to Get Your Point Across

Emerging from Conventional Thinking into Revolutionary
Breakthroughs – the "Hows" of Strategic Thinking

Managing Up – Help Your Boss Help You Succeed Faster

Application of Learning – How to Apply Your Skills & Knowledge Learned in the Workplace

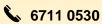
Overcoming Challenges of WFH – Be Productive Working from

## **Additional Information:**

Home

- For in-house training, a minimum number of learners per session is required. For more information or to discuss your specific needs, please contact us.
- In-house training can be conducted at your premises or at ALS's designated location on your chosen month and date, subject to the trainer's availability.

**Contact Us** 



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