Advanced Learning Singapore

2024

TRAINING CALENDAR

Learn More, Do Less

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Corporate Registration

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Advanced Learning Singapore
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TRAINING CALENDAR 2024

Advanced *Learning Singapore*

		HRP CODE	COURSE TITLE	FEES (NETT)	MODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Office	1	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	S$755	C	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	C		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	C					08			07			20	
	4	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	S$810	C		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	C	18-19		14-15		09-10		11-12		12-13		18-19	
	6	ALSIT-EFF	Excel Advanced Formulas & Functions	S$755	C	22-23		21-22		20-21		22-23		23-24		25-26	
	7	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	S$810	C			18-19			24-25			05-06			02-03
	8	ALSIT-DCB	Excel Data Cleansing & Building Techniques	S$810	C		05-06		18-19		20-21		05-06		24-25		05-06
	9	ALSIT-PTD	Excel Pivot Table In-Depth	S$420	C		21		17	15	19		14	18	23		18
	10	ALSIT-EPQ1	Excel Power Query Series 1 – Automating Data Preparation (Exclusive)	S$860	C	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	C								15-16		14-15		16-17
	12	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	S$780	C	15-16		11-12			13-14		19-20			14-15	
	13	ALSIT-PPT	PowerPoint Tips & Techniques	S$420	C		28		24		26	17	21		16	13	11
	14	ALSIT-WTT	Word Tips & Techniques	S$420	C	10	14	13		03		24		11	16	06	
Power BI	15	ALSIT-PBI1	Power BI Desktop S1 - Data Model, DAX & Dashboard Visualization (Exclusive)	S$1,380	C	15-17		06-08		13-15		17-19		16-18		11-13	
	16	ALSIT-PBI2	Power BI Desktop S2 – Advanced DAX Formula (Exclusive)	S$910	C		22-23		22-23		06-07		12-13		17-18		19-20

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

IN-HOUSE TRAINING COURSES

Communication | Customer Service

- 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

Sales Advisory

- 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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IN-HOUSE TRAINING COURSES

Stakeholder Management and Engagement

ASSERT© - Conflict Management Skills for Better Work Productivity

DIVERSE© - Leveraging Multi-Gen & Cultural Diversity to Build a High-Performance Team

Building a High-Performance Team with True Colours

Managing Teams Effectively in the Virtual Space

SMILE© Partnering Your Boss at Work

Productivity

Error-Proofing Your Process, Products and Services

Proactive Failure Management using FMEA (Failure Mode Effect and Analysis)

Pump Up Your Productivity

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

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IN-HOUSE TRAINING COURSES

Personal Development

- Essential Habits to Become Highly Effective
- 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
- Overcoming Challenges of WFH – Be Productive Working from Home

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

Additional Information:

- ❖ For in-house training and closed classes, a minimum number of learners per session is required.
- ❖ For closed classes and in-house training, you may indicate your preferred month, and availability is subject to the trainer's schedule.
- ❖ For Organisations on HRP, it is strongly encouraged to use the platform for course registration.
- ❖ C – Classroom training | V – Virtual class.

- ❖ Please bring your own laptop for all IT Courses.
- ❖ Our courses are not funded and cannot be claimed through SkillsFuture Credit.
- ❖ All public run courses are not guaranteed to run, subject to sufficient enrolment to form a 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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