2024

TRAINING CALENDAR

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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	-	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	-	Excel Automation with VBA Series 1 - Fundamentals	S$810	C			18-19			24-25			05-06			02-03
	8	-	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 & 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	-	PowerPoint Tips & Techniques	S$420	C		28		24		26	17	21		16	13	11
	14	-	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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		HRP CODE	COURSE TITLE	FEES (NETT)	MODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Communication Skills	17	ALSSS-DDP	Dealing with Difficult People	S$490	C	08			05				05				
	18	ALSSS-EWC	Email Writing with Impact & Clarity	S$530	C		22								11		03
	19	ALSSS-PWI	Speak to Impress: Presenting with Impact!	S$530	C			25						20			
	20	-	Switch from "Singlish" to Standard English	S$500	C		16			03			13			25	
	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											06	
Personal Development & Workplace Skills	24	ALSSS-AEC	Adapt, Evolve & Change - Embracing changes in an Ever-Transforming Work Environment	S$490	C		09						16			15	
	25	ALSSS-CRW	Clear & Concise Report Writing Skills	S$530	C			14		07				13		04	
	26	ALSSS-CTS	Critical Thinking & Decision-Making Skills	S$500	C		07				10					08	
	27	ALSSS-FDM	Facilitating Discussions & Meetings Skills	S$530	C		29						30				10
	28	-	From Awareness to Action: Implementing DEI in the Workplace (*New*)	S$860	C											13-14	
	29	ALSSS-MCC	Managing Conflict & Confrontation the Less Stressful Way	S$810	C		01-02						01-02			04-05	
	30	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	S$510	C	12			05			19		30			

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Personal Development & Workplace Skills	31	ALSSS-NCB	Nurturing Your Creative Brain	S$810	C			21-22						12-13			12-13
	32	-	Reducing Stress While Optimizing Your 24/7	S$810	C	15-16						29-30			21-22		
	33	ALSSS-WMG	Working with Multi-Generational Colleagues	S$490	C			20						27			20
Service Excellence	34	-	Awaken Your Customer Service Senses	S$490	C	24						19			11		
	35	ALSSS-SEW	Service Excellence with a 'WOW'	S$490	C			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.

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IN-HOUSE TRAINING WORKSHOPS

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

How to Talk to Anyone: The Art of Everyday Conversation

Persuade Like A Lawyer

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 WORKSHOPS

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
- 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

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 Home

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.

Additional Information:

❖ 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.

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