TRAINING CALENDAR

JANUARY – DECEMBER 2025

Learn More, Do Better, Achieve Greater

Register with ALS Today!

Scan to Register

Classroom Learning Course Dates

Course Code	Microsoft Office	Net Fees (SGD)	Course Dates
ALSIT-EDB	Data Analysis using Dynamic & Interactive Excel Dashboard	755	06-07 Feb | 08-09 May | 04-05 Aug | 06-07 Nov
ALSIT-PQP	Data Analysis with Excel Power Query, Data Model & Power Pivot	755	10-11 Feb | 10-11 Apr | 12-13 Jun | 11-12 Aug | 09-10 Oct | 08-09 Dec
ALSIT-DWF	Design & Build Digital Word Fill-in Form & Auto Export Collected Data to Excel	420	02 Apr | 01 Aug | 10 Dec
ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	810	24-25 Feb | 21-22 Apr | 23-24 Jun | 21-22 Aug | 23-24 Oct | 18-19 Dec
ALSIT-EDA1	Excel 365 Dynamic Arrays Series 1 – Power Functions (Exclusive)	910	20-21 Jan | 24-25 Mar | 22-23 May | 21-22 Jul | 11-12 Sep | 13-14 Nov
ALSIT-EFF	Excel Advanced Formulas & Functions	755	23-24 Jan | 13-14 Mar | 26-27 May | 24-25 Jul | 18-19 Sep | 03-04 Nov
ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	810	26-27 Jun | 29-30 Dec
ALSIT-DCB	Excel Data Cleansing & Building Techniques	810	07-08 Apr | 25-26 Aug | 22-23 Dec
ALSIT-PTD	Excel Pivot Table In-Depth	420	05 Mar | 19 May | 23 Jul | 22 Sep | 12 Nov
ALSIT-EPQ1	Excel Power Query Series 1 – Automating Data Preparation (Exclusive)	860	09-10 Jan | 10-11 Mar | 15-16 May | 10-11 Jul | 08-09 Sep | 10-11 Nov
ALSIT-EPQ2	Excel Power Query Series 2 – Automate Complex Data Transformation (New & Exclusive)	860	17-18 Feb | 14-15 Apr | 16-17 Jun | 14-15 Aug | 13-14 Oct | 11-12 Dec
ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	780	13-14 Jan | 17-18 Mar | 26-27 May | 10-11 Jul | 11-12 Sep | 06-07 Nov
ALSIT-PPT	PowerPoint Tips & Techniques	420	12 Mar | 02 May | 09 Jul | 23 Sep | 26 Nov
ALSIT-WTT	Word Tips & Techniques	420	12 Feb | 30 Apr | 11 Jun | 27 Aug | 08 Oct | 03 Dec
Course Code	Power BI Desktop (Business Intelligence)	Net Fees (SGD)	Course Dates
ALSIT-PBI1	Power BI Desktop Series 1 – Data Model, DAX & Dashboard Visualization (Exclusive)	1,380	15-17 Jan | 17-19 Mar | 19-21 May | 14-16 Jul | 15-17 Sep | 17-19 Nov
ALSIT-PBI2	Power BI Desktop Series 2 – Advanced DAX Formulas (Exclusive)	910	20-21 Feb | 14-15 Apr | 19-20 Jun | 18-19 Aug | 16-17 Oct | 15-16 Dec

- **There will be no laptop provided**. Please bring along your own Windows laptop with the required software pre-installed.

- There are prerequisites for our IT Courses. Please review the prerequisites listed on each course page on our website before registering to ensure a successful learning experience.

- Course dates may be subject to change. Please check with us or download the training calendar for the most up-to-date information.

Classroom Learning Course Dates

Course Code	Communication Skills	Net Fees (SGD)	Course Dates
ALSSS-EWC	Email Writing with Impact & Clarity	530	14 Feb | 04 Aug
ALSSS-PWI	Speak to Impress: Presenting with Impact!	530	11 Apr | 10 Oct
ALSSS-SSE	Switch from "Singlish" to Standard English	530	05 May | 07 Nov
ALSSS-WMM	Writing Effective Minutes of Meeting	490	03 Jun | 05 Aug
Course Code	Personal Development & Workplace Skills	Net Fees (SGD)	Course Dates
ALSSS-CRW	Clear & Concise Report Writing Skills	530	24 Jan | 08 Jul
ALSSS-FDM	Facilitating Discussions & Meetings Skills	530	07 Mar | 05 Sep
ALSSS-MEW	Memory Empowerment for Higher Efficiency	510	10 Jan | 18 Aug

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*"I like being able to link multiple data files and manipulate them easily without having to use too many Excel formulas. Excellent trainer who is extremely knowledgeable and patient." - **Executive, SUSS***

(Excel Power Query Series 1 - Automating Data Preparation Course)

*"This course is very useful. Learning tips that can make work more efficient & accurate. Thanks for sharing & coaching us so patiently." - **Assistant Manager, SG Enable***

(Excel 100 Tips & Techniques Course)

*"The information builds up well and the visualisation of the dashboard was neat and intentional. The trainer is knowledgeable and able to share step by step expertise at a pace that we understand." - **Manager, NYC***

(Power BI Desktop Series 1 – Data Model, DAX & Dashboard Visualization Course)

*"Useful tips to apply to my work and the trainer has excellent understanding of topic, clear in teaching and explaining." - **Language Executive, State Courts***

(Word Tips & Techniques Course)

*"The trainer was very good and give very good and easy illustrations to make us understand." - **Personal Assistant, MFA***

(Memory Empowerment for Higher Efficiency Course)

*"The detailed steps of each formula & how Mr Alaster is patient with us for each step. Mr Alaster is patient and willing to help us even though we make one certain mistake. Thank you for going the extra mile!" - **Executive, NUH***

(Data Analysis with Excel Power Query, Data Model & Power Pivot Course)

*"This course has taught me how to manage diffuse difficult situations and better respond in such situations with emotions well managed." - **Trade Officer, Singapore Customs***

(Dealing with Difficult People Course)

*"The trainer is very good, patient & conducting in an appropriate pace. The notes provided is also very clear & systematic." - **Senior WSH Inspector, MOM***

(Excel Pivot Table In-Depth Course)

*"Course is perfect. Packed most commonly & frequently used DAX that will help in my job. Trainer was patient & clear in explaining the concept." - **BI Analyst, Carrier Transicold***

(Power BI Desktop Series 2 – Advanced DAX Formulas Course)

*"Topics were useful, trainer is very experienced, helpful and patient. Really enjoyed the training by Ms Ow Yeong. She is very engaging and helpful and has a lot of experience to share." - **Senior Manager, NYC***

(Excel Real World Essential - Bridging to the Next Level Course)

If you are unable to send your staff to us, we can bring our courses to you. In-house training is ideal for larger groups and is more cost-effective and efficient. If you have specific needs, our Soft Skills courses can be customised to address your challenges and staff learning requirements.

Although closed classes are not customisable, they are scheduled specifically for your staff in their preferred month (subject to the trainer's availability), provided there is a group of 6 or more learners for IT courses or 10 or more for Soft Skills courses, when public dates conflict with their work schedules. If you would like to explore this option, please do not hesitate to reach out to us.

You May Ask – Why Choose ALS?

We are proud that our learners and clients value our consistent delivery of high-quality and effective training, along with our responsibility, reliability, and prompt response service since our inception. Their ongoing trust, support and referrals are a testament to our excellence and the trust we have earned. Don't just take our word for it—see what some of our learners say and check out more of what our learners have to say on our website.

"Knowing how to split the flat file was very useful as it helps me to see how all concepts that we've learnt over the past 2 days fall nicely into place - glad that was covered at the end of the class. :) Thank you for going above & beyond the syllabus to share your knowledge so freely with us, to help us better understand the concepts & how to better apply them in our work!" - **Manager, NYC**

(Closed class for Data Analysis with Excel Power Query, Data Model & Power Pivot Course)

"Alaster is an excellent trainer. He is clear & systematic in his teaching & the lesson is of good pace for beginners with no background in using Power BI. Thank you & enjoyed his lesson thoroughly." - **Senior Manager, CPFB**

(Closed class for Power BI Desktop Series 1 – Data Model, DAX & Dashboard Visualization Course)

"This course gave me the confident to engage member of the public in future with the right question. The trainer is super cheerful, motivational & direct to his learning objective." - **NPC Officer, SPF**

(In-house non-customised training for How to Talk to Anyone: The Art of Everyday Conversation Course)

"Very comprehensive and systematic. Covers end to end from setting up data model. Very clear in his explanation. Wonderful notes." - **Senior Manager, SUSS**

(Closed class for Power BI Desktop Series 1 – Data Model, DAX & Dashboard Visualization Course)

"Thank you for being upbeat & always giving us ample chance to role-play and put on our thinking cap as well as challenging us to push our knowledge." - **Customer Service Executive, ICA**

(In-house customised training for Emotional Intelligence Skills To Make A Difference In Your Service To Customers Course)

"Ms Florence is a very patient and enthusiastic trainer. I learned a lot from her thank you so much for teaching us." - **Student, MUIS**

(In-house non-customised training for Editing & Proofreading Course)

In addition to the public run courses available for closed classes and in-house training, we also offer the following courses that are available exclusively as closed classes or on an in-house basis:

Communication Skills

Better Grammar for Business

Editing & Proofreading Skills

Email Writing & Etiquette (4-hour Online)

How to Talk to Anyone: The Art of Everyday Conversation

Kickass Presentations Intensive

Managing Difficult Conversations - Turn Sceptics into Advocates

Modern Business Writing Skills

Negotiation - Achieve an All-Win Result

Networking: The Art of Small Talk to Build Rapport

Leadership Skills

21st Century Supervisory Management Skills

Communicate to Influence & Lead - to Get the Results You Want

Leading with Influence: Walk, Talk and Act Like A Boss™

Powerful Coaching Skill- Build a High-Performance Team

Quick Guide for Supervisory Management Roles

The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence

Communication Skills

Persuade Like a Lawyer

PRESENT© - Powerful Presentation Skills to Get Your Point Across

The Art of Technical Writing

The Power of Communication - Writing & Speaking

Uncover Your Communication Power Towards Greater Understanding

Sales & Service Excellence Skills

Awaken Your Customer Service Senses

Building Your Personal Brand – Enhance Clients' Trust in Us

Customer Service Excellence - Provide a Cutting-edge Client Experience

Dealing with Difficult Customers Behaviour

Emotional Intelligence Skills to Make A Difference in Your Service To Customers

Selling in the New World - Do Not Sell, Help Customers Buy

Service Excellence with a "WOW"

Speed Profiling of Customers - Engage Customers Effectively

Storytelling - Evoke Emotion & Invoke Action to Buy

The CRM (Customer Relationship Management) Way to Long Lasting Relationship

Thinking on Your Feet - Respond to Questions Quickly & Calmly

Personal Development & Workplace Skills

Adapt, Evolve & Change - Embracing Changes in an Ever-Transforming Work Environment

ASSERT© - Conflict Management Skills for Better Work Productivity

Critical Thinking - Why it can Stimulate Individual Growth

Develop a Positive Mindset to Workplace Changes

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

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

Essential Habits to Become Highly Effective

From Awareness to Action: Implementing DEI in the Workplace

Managing Conflict & Confrontation the Less Stressful Way

Managing Up - Help Your Boss Help You Succeed Faster

Mastering the Art of Assertiveness for Professional Effectiveness

Nurturing Your Creative Brain

Performance at the Workplace - Why Performance Matters

Positive Psychology to Develop a Happier Outlook in Life

Personal Development & Workplace Skills

POWER© Skills to Supercharge Your PAs & Administrators

Powerful Questioning Skills

Problem Solving - Diagnosis of Problems & How to Buy Time to Resolve Them

Problem Solving The 8D (Disciplines) Approach

Pump Up Your Productivity

Quality Control Tools for Data Analysis and Problem Solving

Raising Emotional Intelligence

Reducing Stress While Optimizing Your 24/7

SMILE© Partnering Your Boss at Work

Stress Management & Reframing - Stay Positive & Resilient

Systematic Approach To Solve Problems and Make Decisions

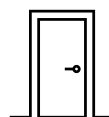The Real Approach (and Human Side) of Project Management

Working with Multi-Generational Colleagues

Writing Effective Minutes of Meeting

Public Run Class
Ideal for individuals or small group seeking scheduled sessions.

Closed Class
Ideal for group training when public run dates are not suitable.

In-House Training
Cost-effective and efficient training perfect for larger corporate groups.

Customised Training
Customised Soft Skills courses to meet organisation learning needs.

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1)	**Are your courses funded or are any grants available?** No, all our courses are not funded or subsidised, and not redeemable with SkillsFuture Credit (SFC).
2)	**Where is the training venue?** The training venue will be confirmed at least five working days before the course starts date.
3)	**Do you provide laptops for your IT courses?** There will be <u>no</u> laptop provided. All IT Courses are BYOL (Bring Your Own Laptop) courses. Learners are required to bring along their own Windows laptop with the required software pre-installed.
4)	**Do your IT courses have any prerequisites?** Yes, please check the course pre-requisites available on each individual course page before registering to ensure a successful learning experience.
5)	**Is there any assessment after the course?** No, our training sessions are stress-free and focus on ample practical, hands-on learning experiences.
6)	**Will I receive a certificate after the completion of the course?** Yes, upon successful completion of the course and meeting 75% attendance, learners will receive an e-Certificate of Completion.
7)	**Can you e-invoice my company through Vendors@gov or GeBiz?** Yes, we can with the necessary details provided.
8)	**Do you offer corporate or group discounts?** Yes, we do. Kindly contact us at 6711 0530 or <u>advancedlearning.courses@gmail.com</u> for further details.
9)	**Can I cancel or reschedule the course I registered?** Rescheduling a course after registration is not allowed, whether the course is confirmed or pending confirmation. For cancellation details, please refer to our cancellation and refund policy.
10)	**What is your cancellation and refund policy?** Effective 01 January 2025, organisation and/or individual will be subject to the following charges: • Cancellations Before Course Confirmation: 50% of the course fee will be charged. • Cancellations After Course Confirmation: 100% of the course fee will be charged. However, a replacement is accepted to attend the same course. This is allowed once only, provided that ALS receives written notice at least one working day prior to the course start date. If full payment has been made, a 50% refund will be issued for unconfirmed courses, while no refund will be given for confirmed courses. Absentees will be charged the full course fee, regardless of the reason, and will not be permitted a replacement for the missed class. Please refer to ALS's website for the detailed terms and conditions outlined.

If you can't find the answer here or on our FAQ page, please email or WhatsApp us and we will respond within one working day.