2026

January - December

CORPORATE TRAINING CALENDAR
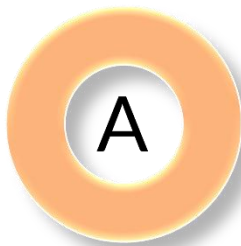
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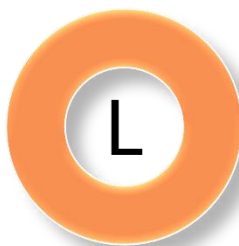
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Scan to Register

	Course Code	Microsoft Office	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	ALSIT-EDB	Data Analysis using Dynamic & Interactive Excel Dashboard	850		5-6				8-9				5-6		
2	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model & Power Pivot	850		9-10		13-14		15-16	6-7			1-2		7-8
3	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	850	23-24				4-5		13-14		7-8		23-24	
4	ALSIT-EDA1	Excel 365 Dynamic Arrays Series 1 – Power Functions (Exclusive)	910	12-13			20-21		18-19		13-14		26-27		17-18
5	ALSIT-EFF	Excel Advanced Formulas & Functions	850			2-3			11-12			10-11			3-4
6	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	850				9-10				3-4				28-29
7	ALSIT-PTD	Excel Pivot Table In-Depth	480	14				20		1		2		30	
8	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	850	5-6		12-13	7-8		2-3			21-22		5-6	
9	ALSIT-PPT	PowerPoint Tips & Techniques	480				15		5		19		2		2
10	ALSIT-WTT	Word Tips & Techniques	480						3	31			7		18

	Course Code	Microsoft Power Tools	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11	ALSIT-EPQ1	Excel Power Query Series 1 – Automating Data Preparation (Exclusive)	910	8-9		5-6		11-12		9-10		14-15		19-20	
12	ALSIT-EPQ2	Excel Power Query Series 2 – Automate Complex Data Transformation (Exclusive)	910		2-3		6-7		22-23		17-18		12-13		10-11
13	ALSIT-PBI1	Power BI Desktop Series 1 – Data Model, DAX & Dashboard Visualization (Exclusive)	1,380	5-7			27-29		24-26		24-26		19-21		14-16
14	ALSIT-PBI2	Power BI Desktop Series 2 – Advanced DAX Formulas (Exclusive)	910		26-27			7-8		6-7		3-4		2-3	
15	ALSIT-PBI3	Power BI Desktop Series 3 – Designing Powerful Dashboards Tips & Techniques (Exclusive)	910		12-13			18-19		27-28		21-22		16-17	

- **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 check or download the training calendar on our website for the most up-to-date information.

	Course Code	Cybersecurity, AI, RPA & Digital Transformation	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
18	ALSIT-CCE	Cloud Computing Essentials: Hands-on with Data, Chatbot & Gen AI App	530	13		20			10						
19	ALSIT-ECT	Combatting Deepfakes & Cyber Threats: Essential Cyber Tools in AI Age	530		5		2		15						
20	ALSIT-CSE	Cybersecurity Essentials in the AI Era	530	9		16			2						
21	ALSIT-DAC	Defending Against Cyber Threats Practical Strategies in the AI Era	530			5				6					
22	ALSIT-RPA	RPA Transformation: Leading Automation in the AI-Driven Future	530		26		9		25						
	Course Code	Communication Skills	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
23	ALSSS-EWC	Email Writing with Impact & Clarity	530	23						6					3
24	ALSSS-PWI	Speak to Impress: Presenting with Impact!	530				29						12		
25	ALSSS-SSE	Switch from "Singlish" to Standard English	530					11						23	
	Course Code	Personal Development, Workplace Skills & Wellness	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
26	ALSSS-CRW	Clear & Concise Report Writing Skills	530		13			21			14				
27	ALSSS-FDM	Facilitating Discussions & Meetings Skills	530			13						21		30	
28	ALSSS-PFA	From Stress to Strength: Empowering Others with Psychological First Aid	530							3					4
29	ALSSS-IKI	Ikigai: Living a Purposeful & Happy Life	530	21							5				
30	ALSSS-MYP	Maximise Your Productivity with 1440 Minutes	530		5							11			
31	ALSSS-MEW	Memory Empowerment for Higher Efficiency	530		4					2					
32	ALSSS-KWF	Prioritise Yourself: Keys to Wellness & Fulfillment	530						8					6	
33	ALSSS-SYR	Strengthen Your Resilience: Thriving Amidst Workplace & Life Challenges	530					27					30		
34	ALSSS-TPN	The Power of Now: Mindfulness At Work	530			4							9		
	Course Code	ICAgile Certified Professionals	Fees (S$)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
35	ALSSS-ALA	Agile Leadership in Action: Catalyzing Transformation Through Influence & Intent	1,580	29-30											

Advanced Learning Singapore

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*"New function in Excel 365 that will help in shorten the lengthy formula that we have been using in the past. The trainer was patience in assisting in the queries that we have." - **Accountant, TTSH***

(Excel 365 Dynamic Arrays Series 1 – Power Functions Course)

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*"This course is truly enlightening, and I am excited to implement the new techniques beyond the Power Query interface. Mr Alaster's expertise and teaching style truly made the learning exceptional. His ability to simplify complex concepts and provide practical examples made the material accessible and engaging." – **Manager, NYC***

(Excel Power Query Series 2 – Automate Complex Data Transformation Course)

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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)

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*"Many useful techniques in Excel. The trainer conducted the workshop in a detail and patient manner. Offer help and provide solutions to our issues. He is perfect." - **Curriculum Specialist, CDAC***

(Excel 100 Tips & Techniques Course)

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*"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)

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*"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)

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*"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)

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*"I can apply what I learn to my workplace. The trainer explained every step slowly and clearly." – **Defence Executive, Ministry of Defence***

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

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*"Benefit the most on grouping and field/item calculations. The trainer is very clear, precise and easy to understand." - **Manager, People's Association***

(Excel Pivot Table In-Depth Course)

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*"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)

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*"A lot of new formulas in Excel. Trainer taught new things (advance Excel, shortcuts) that I never did before." – **HR Assistant, Aver Asia***

(Excel Real World Essentials – Bridging to the Next Level Course)

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*"I like the segment on managing people from the facilitation & active listening. Emma is great! Love her energy & she is responsive & answers to us well." – **Manager, NLB***

(Facilitating Discussions & Meetings Skills Course)

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*"Better understanding on cloud computing, storage and their benefits. The trainer is patience and knowledge in providing illustrative examples relevant to our queries to boost our understanding." – **Assistant Director, TTSH***

(Cloud Computing Essentials: Hands-on with Data, Chatbot & Gen AI App Course)

If you are unable to send your staff to us, we can bring our courses to you. Our public IT courses can be delivered at your premises (in-house) or at our designated venue (closed class). In addition to classroom training, we also offer instructor-led online sessions for our Soft Skills courses.

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 group of 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?

It might seem pointless for us to boast about our high-quality training since many training providers make similar claims. However, we are proud that our learners and clients recognise us for consistently delivering high-quality and effective training, as well as for our responsibility, reliability, and prompt response since our inception. They are still with us today and refer others, which is a testament to our continued excellence and the trust we have earned. But don't just take our word for it - see what some of our learners from closed classes and in-house training have to say. Experience it for yourself.

Not convinced yet? 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 confidence to engage member of the public in future with the right question. The trainer is super cheerful, motivated & 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

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

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

Decision-Making Mastery: Making Smarter Choices at Work

Develop a Positive Mindset to Workplace Changes

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

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	Personal Development & Workplace Skills
DIVERSE© - Leveraging Multi-Gen & Cultural Diversity to Build a High-Performance Team	Powerful Questioning Skills
Emerging from Conventional Thinking into Revolutionary Breakthroughs – the "Hows" of Strategic Thinking	Problem Solving - Diagnosis of Problems & How to Buy Time to Resolve Them
Essential Habits to Become Highly Effective	Problem Solving The 8D (Disciplines) Approach
From Awareness to Action: Implementing DEI in the Workplace	Pump Up Your Productivity
Future-Ready Collaboration Skills For The New World of Work	Quality Control Tools for Data Analysis and Problem Solving
Managing Conflict & Confrontation the Less Stressful Way	Raising Emotional Intelligence
Managing Up - Help Your Boss Help You Succeed Faster	Reducing Stress While Optimizing Your 24/7
Mastering Digital Etiquette: Building Professionalism Online	SMILE© Partnering Your Boss at Work
Mastering the Art of Assertiveness for Professional Effectiveness	Stress Management & Reframing - Stay Positive & Resilient
Mental Wellness at Work: Managing Emotions for Peak Performance	Systematic Approach To Solve Problems and Make Decisions
Nurturing Your Creative Brain	The Real Approach (and Human Side) of Project Management
Performance at the Workplace - Why Performance Matters	Unlocking Creative Thinking: From Ideas to Innovation
Positive Psychology to Develop a Happier Outlook in Life	Working with Multi-Generational Colleagues
POWER© Skills to Supercharge Your PAs & Administrators	Writing Effective Minutes of Meeting

Public Run Class

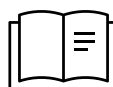Ideal for individuals or small group seeking scheduled sessions.
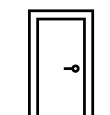
Closed Class

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.