

2022 Nov - Dec

TRAINING CALENDAR

Register With ALS Today!



[Corporate Registration](#)



[Individual Registration](#)



	SN	COURSE CODE	COURSE TITLE	NO. OF DAY(S)	COURSE FEES (NETT)	📍	NOV	DEC
Microsoft Office	1	ALSIT-CFF	Create Digital Fill-in Form in Word & Auto Import Form Data from Excel	1	\$385	H		
	2	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	2	\$700	H	17-18	
	3	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	2	\$706	H		
	4	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	2	\$750	H		8-9
	5	ALSIT-EFF	Excel Advanced Formulas & Functions	2	\$706	H	24-25	
	6	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	2	\$750	H		22-23
	7	ALSIT-DCB	Excel Data Cleansing & Building Techniques (Exclusive)	2	\$750	H		15-16
	8	ALSIT-PTD	Excel Pivot Table In-Depth	1	\$385	H	1	
	9	ALSIT-EPQ	Excel Power Query – Automating Data Preparation (Exclusive)	2	\$800	H	10-11	
	10	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	2	\$720	H	17-18	
	11	ALSIT-PPT	PowerPoint Tips & Techniques	1	\$385	H		
	12	ALSIT-WTT	Word Tips & Techniques	1	\$385	H		
Power BI	13	ALSIT-PBI1	Power BI Desktop S1 - Data Model, DAX & Dashboard Visualization (Exclusive)	3	\$1,380	H	2-4	
	14	ALSIT-PBI2	Power BI Desktop S2 – Advanced DAX Formula (New & Exclusive)	2	\$850	H	28-29	
Others	15	ALSIT-ABCD	Know Your ABCD (A rtificial Intelligence, B lockchain, C loud Computing, D ata Analytics)	2	\$900	H		

Important Note:

- No laptop will be provided. Please bring your own laptop for all IT Courses.
- 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.
- All our courses are not subsidised and non-claimable using SkillsFuture Credit.

Venue

H : Holiday Inn Orchard or similar.

- Lunch and coffee breaks with snack items are included for in-person class, unless otherwise stated in the course confirmation email.

- **Venue is subject to change based on availability and class size.**

Closed Class

- For a group of 6 or more attending the same IT course.

- Date of your choice, subject to trainer's availability.

- Lower course fee available within your premises.

- **Closed class is not customised class.**

Need a quote? [Contact](#) us now.

TRAINING CALENDAR 2022

	SN	COURSE CODE	SOFT SKILLS COURSE TITLE	COURSE FEE (NETT)	NO. OF DAY(S)	📍
Communication & Presentation	16	ALSSS-BGB	Better Grammar for Business	\$460	1	H/VC
	17	ALSSS-EPR	Editing & Proofreading Skills	\$460	1	H/VC
	18	ALSSS-HTA	How to Talk to Anyone: The Art of Everyday Conversation	\$500	1	H
	19	ALSSS-MCC	Managing Conflict and Confrontation the Less Stressful Way	\$750	2	H/VC
	20	ALSSS-PIS	Persuasion and Influence Secrets	\$475	1	H
	21	ALSSS-ATW	The Art of Technical Writing	\$400	1	H/VC
	22	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding	\$750	2	H/VC
	23	ALSSS-WBE	Writing Better Emails	\$460	1	H/VC
Creativity, Innovation & Productivity	24	ALSSS-EPP	Error-Proofing Your Process, Products and Services	\$750	2	H
	25	ALSSS-KFP	Keys To Increase Your Focus & Productivity At Work	\$475	1	H
	26	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	\$480	1	H
	27	ALSSS-NCB	Nurturing Your Creative Brain	\$750	2	H/VC
	28	ALSSS-PFM	Proactive Failure Management using FMEA (Failure Mode Effect and Analysis)	\$800	2	H
	29	ALSSS-EDA	Problem Solving the 8D (Disciplines) Approach	\$400	1	H/VC
	30	ALSSS-QCT	Quality Control Tools for Data Analysis and Problem Solving	\$400	1	H/VC
	31	ALSSS-RSO	Reducing Stress While Optimizing Your 24/7	\$750	2	H/VC
	32	ALSSS-SPD	Systematic Approach to Solve Problems and Make Decisions	\$750	2	H/VC
	33	ALSSS-BPR	The Fundamentals of Business Process Reengineering - Don't Wait for Something to be Broken to Fix It!	\$800	2	H/VC
	34	ALSSS-LEA	Understanding how to be LEAN (not just for manufacturing industry)	\$800	2	H/VC
Leadership & Management	35	ALSSS-SMS	21st Century Supervisory Management Skills	\$750	2	H/VC
	36	ALSSS-KPI	Kickass Presentations Intensive	\$500	1	H
	37	ALSSS-LWI	Leading with Influence: Walk, Talk And Act Like A Boss™	\$1,000	2	H
	38	ALSSS-PLL	Persuade Like A Lawyer	\$500	1	H
	39	ALSSS-SMR	Quick Guide for Supervisory Management Roles	\$400	1	H/VC
	40	ALSSS-POS	The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence	\$500	1	H
Service Excellence	41	ALSSS-DCB	Dealing with Difficult Customers Behaviour	\$460	1	H
	42	ALSSS-EIS	Emotional Intelligence Skills to Make A Difference in your Service to Customers	\$850	2	H
	43	ALSSS-CRM	The CRM (Customer Relationship Management) Ways to Long-Lasting Relationship	\$400	1	H/VC
Workplace Skills	44	ALSSS-AEC	Adapt, Evolve and Change - Embracing changes in an ever-transforming work environment	\$400	1	H/VC
	45	ALSSS-HPM	The Real Approach (and Human Side) of Project Management	\$800	2	H/VC

Venue

H : Holiday Inn Orchard or similar.

VC : Virtual class.

- Lunch and coffee breaks with snack items are included for in-person class, unless otherwise stated in the course confirmation.

- **Venue is subject to change based on availability and class size.**

Note:

- **All Soft Skills courses are only available on group request of minimum 6 persons.** Please contact us if you have a group of 4 persons.

- Lower course fee for VILT.

Course Fee Funding

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

Closed Class

- For a group of 8 or more attending the same course.

- Course date at your choice, subject to trainer's availability.

- Lower course fee available within your premises.

- **Closed class is not customised class.**

Need a quote? [Contact](#) us now.

Organisations on HRMS/ACE Learning Hub

- You are unable to find our course listings yet. Please inform your Training Coordinator the Course Code, Course Title, Course Date and the Training Provider is Advanced Learning Singapore for course registration.