

Sep 2023 to Mar 2024

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TRAINING CALENDAR



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100 Peck Seah Street #08-14 Singapore 079333

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TRAINING CALENDAR SEP 2023 – MAR 2024

	HRP CODE	COURSE TITLE	FEES (NETT)	MODE	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	
Microsoft Office	1	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	S\$755	C	07-08		27-28		04-05		
	2	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	S\$755	C		09-10		07-08		19-20	
	3	ALSIT-DWF	Design & Build Digital Word Fill-In Form & Auto Export Collected Data to Excel	S\$420					13			
	4	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	S\$810	C		26-27		18-19		26-27	
	5	ALSIT-EDA1	Excel 365 Dynamic Arrays Series 1 - Power Functions (Exclusive)	S\$910	C	21-22		16-17		18-19		14-15
	6	ALSIT-EFF	Excel Advanced Formulas & Functions	S\$755	C	25-26		20-21	06-07	22-23		21-22
	7	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	S\$810	C	14-15			14-15			18-19
	8	ALSIT-DCB	Excel Data Cleansing & Building Techniques	S\$810	C		30-31		28-29		05-06	
	9	ALSIT-PTD	Excel Pivot Table In-Depth	S\$420	C	06	02	06	01		21	
	10	ALSIT-EPQ1	Excel Power Query Series 1 – Automating Data Preparation (Exclusive)	S\$860	C	11-12		02-03		11-12		04-05
	11	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	S\$780	C/V			14-15		15-16		11-12
	12	ALSIT-PPT	PowerPoint Tips & Techniques	S\$420	C		20	22	18		28	
	13	ALSIT-WTT	Word Tips & Techniques	S\$420	C	19	03	08		10	14	13
Power BI	14	ALSIT-PBI1	Power BI Desktop S1 - Data Model, DAX & Dashboard Visualization (Exclusive)	S\$1,380	C	04-06		06-08		15-17		06-08
	15	ALSIT-PBI2	Power BI Desktop S2 – Advanced DAX Formula (Exclusive)	S\$910	C		16-17		11-12		22-23	
Communication Skills	16	ALSSS-BGB	Better Grammar for Business	S\$490	C		06					01
	17	ALSSS-DDP	Dealing with Difficult People	S\$490	C	28				08		
	18	ALSSS-EPR	Editing & Proofreading Skills	S\$490	C	13			06		15	
	19	ALSSS-EWE	Email Writing & Etiquette	S\$260	V		17		12			

Note:

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

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 its absolute discretion without prior notice, due to class size, hotel availability and circumstances outside our control.
- V – Virtual class.

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Communication Skills	ALSSS-HTA	How to Talk to Anyone: The Art of Everyday Conversation	S\$530	C	07						
	ALSSS-SSE	Switch from “Singlish” to Standard English	S\$530	C			28			16	
	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding	S\$810	C		24-25		14-15		19-20	
	ALSSS-WBE	Writing Better Emails	S\$490	C	21		07		04		
	ALSSS-WMM	Writing Effective Minutes of Meeting	S\$490	C		11		15			
Personal Development, Productivity and Wellness	ALSSS-AEC	Adapt, Evolve and Change - Embracing changes in an ever-transforming work environment	S\$490	C			27			09	
	ALSSS-CTS	Critical Thinking and Decision-Making Skills	S\$500	C						07	
	ALSSS-EHL	Easy Healthy Living for a Happier Life – Small Changes, Big Impact	S\$530	C	14			07			
	ALSSS-HSB	Ho Say Boh? (Empowering Your Team’s Mental Wellness)	S\$530	C			08				
	ALSSS-MCC	Managing Conflict and Confrontation the Less Stressful Way	S\$810	C		18-19				01-02	
	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	S\$510	C			08		12		
	ALSSS-NCB	Nurturing Your Creative Brain	S\$810	C		16-17		04-05			21-22
	ALSSS-PSD	Problem Solving the 8D (Disciplines) Approach	S\$490	C	08		06				
	ALSSS-HPM	The Real Approach (and Human Side) of Project Management	S\$860	C	19-20		13-14				
	ALSSS-MGC	Working with Multi-Generational Colleagues	S\$490	C							20
Leadership	ALSSS-QGS	Quick Guide for Supervisory Management Roles	S\$490	C	18		07				
Service Excellence	ALSSS-ACS	Awaken Your Customer Service Senses	S\$490	C					24		
	ALSSS-SEW	Service Excellence with a ‘WOW’	S\$490	C							15

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, hotel availability and circumstances outside our control.
- V – Virtual class.

Note:

- For Soft Skills without date are open for a group of 8. Please contact us if you have a group of 7 and below.
- 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 at a preferred date, subject to trainer availability
- **Closed class is not customised class.**