

## Year 2020 Training Calendar

**Note:**

- For Government Ministries/Agencies on HRMS/ACE, you are unable to find our courses on the list. Please inform your Training Coordinator the Course Code, Course Title, Course Date and the Training Provider is **Advanced Learning Singapore** to upload into the system for registration.
- 02 coffee-breaks with snack items and 01 catered/set meal/buffet lunch are included; unless otherwise stated in the confirmation email.
- \*The training venue is subject to change depending on class size and hotel availability.
- All courses are not guaranteed to run, subjected to sufficient enrolment to form a class. Course dates may be subjected to changes. Please contact us to check on the course status.
- If you have a group of 6 or more preparing for the same IT Course (including Power BI), you can opt for your own "closed" class at a date of your choice, subject to Trainer's availability. Closed class is NOT customerised class.
- Please bring along your own Windows-based laptop for all IT Courses.
- We are a non-registered WSG/SSG training provider. Courses are not subsidised or SkillFuture claimable.

SN	Cat	Course Code	Course Title	No. of Day(s)	Course Fee (Nett)	Venue*	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	
<b>IT Courses</b>																			
1	IT	ALSIT-CFF	Create Fill-in Form in Word & Import Form Data from Excel	1	\$ 385	Hotel			11			17		5			4		
2	IT	ALSIT-CDC	Creating Dynamic and Interactive Chart in Excel	2	\$ 700	Hotel		<i>Only on group request of 6 or more</i>											
3	IT	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	2	\$ 700	Hotel	9-10		12-13			11-12			14-15		19-20		
4	IT	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	2	\$ 706	Hotel					11-12		9-10		10-11	22-23			
⑤	IT	ALSIT-PBI1	Data Analytics using Microsoft Power BI Desktop S1 - Data Modeling & DAX Formulas ( <b>Exclusive</b> )	2	\$ 850	Hotel		17-18			18-19		13-14		21-22		9-10		
⑥	IT	ALSIT-PBI2	Data Analytics using Microsoft Power BI Desktop S2 - Time Intelligence & Dashboard Visualization ( <b>Exclusive</b> )	2	\$ 850	Hotel		27-28			28-29		27-28		28-29		23-24		
⑦	IT	ALSIT-ETT	Excel 100 Tips & Techniques ( <b>Exclusive</b> )	2	\$ 750	Hotel		10-11	23-24			4-5		17-18		12-13		3-4	
8	IT	ALSIT-EFF	Excel Advanced Formulas & Functions	2	\$ 706	Hotel				27-28		22-23		31 & 1					
⑨	IT	ALSIT-DCB	Excel Data Cleansing & Building Techniques ( <b>Exclusive</b> )	2	\$ 750	Hotel	16-17		5-6			18-19		24-25		26-27		10-11	
10	IT	ALSIT-PTD	Excel Pivot Table In-Depth	1	\$ 385	Hotel	15				20		1		30			2	
11	IT	ALSIT-PPT	PowerPoint Tips & Techniques	1	\$ 385	Hotel				15			29			21			
12	IT	ALSIT-WTT	Word Tips & Techniques	1	\$ 385	Hotel				22		3		26				9	

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<b>Soft Skills Courses</b>																		
13	SS	ALSSS-SMS	21st Century Supervisory Management Skills <b>(Newly Added)</b>	2	\$ 750	Hotel						10-11	27-28		14-15	29-30		14-15
14	SS	ALSSS-AEC	Adapt, Evolve and Change - Embracing changes in an ever-transforming work environment <b>(Newly Added)</b>	1	\$ 400	Hotel						12	17		4	16	2	4
15	SS	ALSSS-BGB	Better Grammar for Business	1	\$ 460	Hotel		20				8		20			5	
16	SS	ALSSS-DCB	Dealing with Difficult Customers Behaviour	1	\$ 460	Hotel		27			22			4				
17	SS	ALSSS-EPR	Editing & Proofreading Skills	1	\$ 460	Hotel			16			10			7			7
18	SS	ALSSS-EIS	Emotional Intelligence Skills to Make A Difference In your Service to Customers <b>(Newly Added)</b>	2	\$ 850	Hotel	30-31			6-7		1-2						
19	SS	ALSSS-HTA	How to Talk to Anyone: The Art of Everyday Conversation	1	\$ 500	Hotel			13				13					
20	SS	ALSSS-KFP	Keys To Increase Your Focus & Productivity At Work <b>(Newly Added)</b>	1	\$ 475	Hotel			20			8			16			21
21	SS	ALSSS-KPI	Kickass Presentations Intensive	1	\$ 500	Hotel	9							11				
22	SS	ALSSS-LWI	Leading with Influence:Walk, Talk And Act Like A Boss™	2	\$ 1,000	Hotel			5-6						16-17			
23	SS	ALSSS-MCC	Managing Conflict and Confrontation the Less Stressful Way <b>(Newly Added)</b>	2	\$ 750	Hotel						23-24			24-25			21-22
24	SS	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	1	\$ 480	Hotel		28				26						
25	SS	ALSSS-MPP	Mistake Proofing Your Process, Products and Services <b>(Newly Added)</b>	2	\$ 750	Hotel						16-17		5-6	21-22		4-5	16-17
26	SS	ALSSS-NCB	Nurturing Your Creative Brain <b>(Newly Added)</b>	2	\$ 750	Hotel						25-26		10-11			10-11	
27	SS	ALSSS-PLL	Persuade Like A Lawyer	1	\$ 500	Hotel			5									
28	SS	ALSSS-PIS	Persuasion and Influence Secrets	1	\$ 475	Hotel		24			11			6				16
29	SS	ALSSS-PFM	Proactive Failure Management using FMEA (Failure Mode Effect and Analysis) <b>(Newly Added)</b>	2	\$ 800	Hotel							22-23		7-8	26-27		9-10
30	SS	ALSSS-EDA	Problem Solving the 8D (Disciplines) Approach <b>(Newly Added)</b>	1	\$ 400	Hotel						29		12	28		12	28

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31	SS	ALSSS-QCT	Quality Control Tools for Data Analysis and Problem Solving ( <b>Newly Added</b> )	1	\$ 400	Hotel						30		17	29		13	29
32	SS	ALSSS-SMR	Quick Guide for Supervisory Management Roles ( <b>Newly Added</b> )	1	\$ 400	Hotel							1	18	30		16	30
33	SS	ALSSS-RSO	Reducing Stress While Optimizing Your 24/7 ( <b>Newly Added</b> )	2	\$ 750	Hotel							2-3	13-14		1-2	17-18	
34	SS	ALSSS-SPD	Systematic Approach to Solve Problems and Make Decisions ( <b>Newly Added</b> )	2	\$ 750	Hotel							6-7	19-20		7-8	19-20	
35	SS	ALSSS-ATW	The Art of Technical Writing ( <b>Newly Added</b> )	1	\$ 400	Hotel						15		28		23		18
36	SS	ALSSS-CRM	The CRM Ways to Long-Lasting Relationship ( <b>Newly Added</b> )	1	\$ 400	Hotel							8	21		9	23	
37	SS	ALSSS-BPR	The Fundamentals of Business Process Reengineering - Don't Wait for Something to be Broken to Fix It! ( <b>Newly Added</b> )	2	\$ 800	Hotel							9-10	24-25		12-13	24-25	
38	SS	ALSSS-HPM	The Real Approach (and Human Side) of Project Management ( <b>Newly Added</b> )	2	\$ 800	Hotel							13-14	26-27		14-15	26-27	
39	SS	ALSSS-POS	The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence	1	\$ 500	Hotel					21				7			
40	SS	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding ( <b>Newly Added</b> )	2	\$ 750	Hotel							15-16	31 & 1		19-20	30 & 1	
41	SS	ALSSS-LEA	Understanding how to be LEAN (not just for manufacturing industry) ( <b>Newly Added</b> )	2	\$ 800	Hotel							20-21		2-3	21-22		2-3
42	SS	ALSSS-WBE	Writing Better Emails	1	\$ 460	Hotel	20				18		9			12		

**HOW TO REGISTER FOR OUR COURSES**

Register online at <https://advancedlearningsg.com> or request a copy of the registration or download the registration form from the course page and email to info@advancedlearningsg.com

**COURSE CANCELLATION AND REFUND POLICY**

For cancellation/withdrawal cases, the portion of course fee to be refunded is based on the date of notice as follows:

- \* 21 working days or more before the commencement of the course – 100% refund
- \* Between 10 - 20 working days before commencement of the course - 50% refund
- \* 10 working days or less - No refund

Please note that cancellation/deferment/withdrawal is not allowed and full course fee will be charged once a written/email course confirmation has been sent to the registrants. Absentees will be charged the full course fee.