

### Year 2021 Training Calendar

**Note:**

- For Government Ministries/Agencies on HRMS/ACE, you are unable to find our courses on the list yet. 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 customised class.
- Lower course fee is available for closed class at your premises. Contact us to request a quote.
- 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-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
<b>IT Courses</b>																			
1	IT	ALSIT-CFF	Create Digital Fill-in Form in Word & Auto Import Form Data from Excel	1	\$ 385	Hotel	13			14		9		4			3		
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			11-12				1-2		9-10			2-3	
4	IT	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	2	\$ 706	Hotel	14-15			8-9		3-4		5-6		7-8		9-10	
⑤	IT	ALSIT-PBI1	Data Analytics using Microsoft Power BI Desktop S1 - Data Modeling & DAX Formulas ( <b>Exclusive</b> )	2	\$ 850	Hotel	7-8		4-5		6-7		8-9		2-3		11-12		
⑥	IT	ALSIT-PBI2	Data Analytics using Microsoft Power BI Desktop S2 - Time Intelligence & Dashboard Visualization ( <b>Exclusive</b> )	2	\$ 850	Hotel	21-22		18-19		20-21		22-23		16-17		25-26		
⑦	IT	ALSIT-ETT	Excel 100 Tips & Techniques ( <b>Exclusive</b> )	2	\$ 750	Hotel		18-19		22-23		10-11		12-13		14-15		16-17	
8	IT	ALSIT-EFF	Excel Advanced Formulas & Functions	2	\$ 706	Hotel		22-23			27-28						18-19		
⑨	IT	ALSIT-DCB	Excel Data Cleansing & Building Techniques ( <b>Exclusive</b> )	2	\$ 750	Hotel		25-26		29-30		24-25		26-27		21-22		27-28	
10	IT	ALSIT-PTD	Excel Pivot Table In-Depth	1	\$ 385	Hotel		3			19		14		1		17		
⑪	IT	ALSIT-VBA1	Excel VBA Series 1 - Fundamentals ( <b>New &amp; Exclusive</b> )	2	\$ 750	Hotel		4-5			10-11		15-16		23-24		29-30		
12	IT	ALSIT-PPT	PowerPoint Tips & Techniques	1	\$ 385	Hotel			24			30						1	
13	IT	ALSIT-WTT	Word Tips & Techniques	1	\$ 385	Hotel			3				28						

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

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32	SS	ALSSS-QCT	Quality Control Tools for Data Analysis and Problem Solving	1	\$ 400	Hotel	Only on group request. Call to enquire.											
33	SS	ALSSS-SMR	Quick Guide for Supervisory Management Roles	1	\$ 400	Hotel	Only on group request. Call to enquire.											
34	SS	ALSSS-RSO	Reducing Stress While Optimizing Your 24/7	2	\$ 750	Hotel	Only on group request. Call to enquire.											
35	SS	ALSSS-SPD	Systematic Approach to Solve Problems and Make Decisions	2	\$ 750	Hotel	Only on group request. Call to enquire.											
36	SS	ALSSS-ATW	The Art of Technical Writing	1	\$ 400	Hotel	Only on group request. Call to enquire.											
37	SS	ALSSS-CRM	The CRM Ways to Long-Lasting Relationship	1	\$ 400	Hotel	Only on group request. Call to enquire.											
38	SS	ALSSS-BPR	The Fundamentals of Business Process Reengineering - Don't Wait for Something to be Broken to Fix It!	2	\$ 800	Hotel	Only on group request. Call to enquire.											
39	SS	ALSSS-HPM	The Real Approach (and Human Side) of Project Management	2	\$ 800	Hotel	Only on group request. Call to enquire.											
40	SS	ALSSS-POS	The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence	1	\$ 500	Hotel	Only on group request. Call to enquire.											
41	SS	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding	2	\$ 750	Hotel	Only on group request. Call to enquire.											
42	SS	ALSSS-LEA	Understanding how to be LEAN (not just for manufacturing industry)	2	\$ 800	Hotel	Only on group request. Call to enquire.											
43	SS	ALSSS-WBE	Writing Better Emails	1	\$ 460	Hotel	Only on group request. Call to enquire.											

**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 after course confirmation email sent, the charges will be based on the date of notice as follows:

- \* More than 14 working days or more before the commencement of the course – S\$300
- \* Between 8 - 14 working days before commencement of the course - 50% of course fee
- \* Between 1 - 7 working days - 80% of course fee

Please note that deferment/postponement is not allowed and full course fee will be charged once a written/email course confirmation has been sent to the registrants. Course fee will remain payable in full for absentees.