

2023

TRAINING CALENDAR

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TRAINING CALENDAR 2023

	COURSE CODE	COURSE TITLE	COURSE FEES (NETT)	📍	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Microsoft Office	1	ALSIT-CFF	Create Digital Fill-in Form in Word & Auto Import Form Data from Excel	S\$420	H		08			01			01			13	
	2	ALSIT-EDB	Data Analysis Using Dynamic & Interactive Excel Dashboard	S\$755	H		23-24	03-04			06-07		07-08		27-28		
	3	ALSIT-PQP	Data Analysis with Excel Power Query, Data Model and Power Pivot	S\$755	H		16-17	17-18			12-13		01-02	09-10		07-08	
	4	ALSIT-ETT	Excel 100 Tips & Techniques (Exclusive)	S\$810	H		20-21	24-25			15-16		14-15	26-27		18-19	
	5	ALSIT-EDA1	Excel 365 Dynamic Arrays & Power Functions (New & Exclusive)	S\$910	H	30-31		27-28		04-05		17-18		21-22		16-17	
	6	ALSIT-EFF	Excel Advanced Formulas & Functions	S\$755	H			02-03		29-30		20-21		25-26		20-21	
	7	ALSIT-VBA1	Excel Automation with VBA Series 1 - Fundamentals	S\$810	H			30-31			26-27			14-15		14-15	
	8	ALSIT-DCB	Excel Data Cleansing & Building Techniques	S\$810	H			23-24			22-23		24-25		30-31		28-29
	9	ALSIT-PTD	Excel Pivot Table In-Depth	S\$420	H		22		12		07		23		02		01
	10	ALSIT-EPQ	Excel Power Query – Automating Data Preparation (Exclusive)	S\$860	H	12-13		13-14		08-09		03-04		11-12		02-03	
	11	ALSIT-ERW	Excel Real World Essential – Bridging to the Next Level (Exclusive)	S\$780	H	30-31											
	12	ALSIT-PPT	PowerPoint Tips & Techniques	S\$420	H		15			24			30			22	
	13	ALSIT-WTT	Word Tips & Techniques	S\$420	H	11			19			26			03		
Power BI	14	ALSIT-PBI1	Power BI Desktop S1 - Data Model, DAX & Dashboard Visualization (Exclusive)	S\$1,440	H	16-18		15-17		15-17		10-12		04-06		06-08	
	15	ALSIT-PBI2	Power BI Desktop S2 – Advanced DAX Formula (New & Exclusive)	S\$910	H		09-10		13-14		05-06		03-04		16-17		11-12
Others	16	ALSIT-ABCD	Know Your ABCD (A rtificial Intelligence, B lockchain, C loud Computing, D ata Analytics)	S\$960	H												

- 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 : The hotel will be confirmed one week before course start date. (Lunch and 02 coffee breaks with light refreshments 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 availability.
 - Closed class is not customised class. [Request](#) a quotation.

	COURSE CODE	SOFT SKILLS COURSE	COURSE FEE (NETT)	NO. OF DAY(S)	📍	
Communication & Presentation	17	ALSSS-BGB	Better Grammar for Business	S\$490	1	H/VC
	18	ALSSS-EPR	Editing & Proofreading Skills	S\$490	1	H/VC
	19	ALSSS-EWE	Email Writing & Etiquette	S\$260	1/2	VC
	20	ALSSS-HTA	How to Talk to Anyone: The Art of Everyday Conversation	S\$530	1	H
	21	ALSSS-MCC	Managing Conflict and Confrontation the Less Stressful Way	S\$810	2	H/VC
	22	ALSSS-PIS	Persuasion and Influence Secrets	S\$505	1	H
	23	ALSSS-ATW	The Art of Technical Writing	S\$430	1	H/VC
	24	ALSSS-UCP	Uncover Your Communication Power Towards Greater Understanding	S\$810	2	H/VC
Creativity, Innovation & Productivity	25	ALSSS-WBE	Writing Better Emails	S\$490	1	H/VC
	26	ALSSS-EPP	Error-Proofing Your Process, Products and Services	S\$810	2	H
	27	ALSSS-KFP	Keys To Increase Your Focus & Productivity At Work	S\$505	1	H
	28	ALSSS-MEW	MEMORY Empowerment Workshop for Higher Efficiency	S\$510	1	H
	29	ALSSS-NCB	Nurturing Your Creative Brain	S\$810	2	H/VC
	30	ALSSS-PFM	Proactive Failure Management using FMEA (Failure Mode Effect and Analysis)	S\$860	2	H
	31	ALSSS-EDA	Problem Solving the 8D (Disciplines) Approach	S\$430	1	H/VC
	32	ALSSS-QCT	Quality Control Tools for Data Analysis and Problem Solving	S\$430	1	H/VC
	33	ALSSS-RSO	Reducing Stress While Optimizing Your 24/7	S\$810	2	H/VC
	34	ALSSS-SPD	Systematic Approach to Solve Problems and Make Decisions	S\$810	2	H/VC
Leadership & Management	35	ALSSS-BPR	The Fundamentals of Business Process Reengineering - Don't Wait for Something to be Broken to Fix It!	S\$860	2	H/VC
	36	ALSSS-LEA	Understanding how to be LEAN (not just for manufacturing industry)	S\$860	2	H/VC
	37	ALSSS-SMS	21st Century Supervisory Management Skills	S\$810	2	H/VC
	38	ALSSS-KPI	Kickass Presentations Intensive	S\$530	1	H
	39	ALSSS-LWI	Leading with Influence: Walk, Talk And Act Like A Boss™	S\$1,060	2	H
	40	ALSSS-PLL	Persuade Like A Lawyer	S\$530	1	H
Service Excellence	41	ALSSS-SMR	Quick Guide for Supervisory Management Roles	S\$430	1	H/VC
	42	ALSSS-POS	The Transformative Power of Story: Using Storytelling to Lead, Sell & Influence	S\$530	1	H
	43	ALSSS-DCB	Dealing with Difficult Customers Behaviour	S\$490	1	H
Workplace Skills & Wellness	44	ALSSS-EIS	Emotional Intelligence Skills to Make A Difference in your Service to Customers	S\$910	2	H
	45	ALSSS-CRM	The CRM (Customer Relationship Management) Ways to Long-Lasting Relationship	S\$430	1	H/VC
	46	ALSSS-AEC	Adapt, Evolve and Change - Embracing changes in an ever-transforming work environment	S\$430	1	H/VC
	47	ALSSS-HSB	Ho Say Boh? (Mental Wellness)	S\$530	1	H
	48	ALSSS-HPM	The Real Approach (and Human Side) of Project Management	S\$860	2	H/VC
	49	ALSSS-WDP	Working with Difficult People	S\$490	1	H
	50	ALSSS-WMM	Writing Effective Minutes of Meeting	S\$490	1	H

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Venue

***H** : The hotel will be confirmed one week before course start date.

VC : Virtual class

- Lunch and 02 coffee breaks with light refreshment 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 8. Please contact us if you have a group of 8 and below.

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.

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

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