

West Branch - Headquarter
 (next to Jurong East Bus Interchange & MRT Station, EW Line)
 8 Jurong Town Hall Road
 #27-01 The JTC Summit
 Singapore 609434

East Branch
 (next to Mountbatten MRT Station, Circle Line)
 229 Mountbatten Road
 #03-43 Mountbatten Square
 Singapore 398007

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@ASK Training Pte Ltd
 Co. Reg. No. : 201016621D
 GST Reg. No. : 201016621D



Microsoft Excel 2019

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Microsoft Excel 2019 - Basic	Yes	2	\$385.20	ASKEB9	JTC Summit	13-14	17-18	09-10	20-21	14-15	18-19	13-14	20-21	07-08	12-13	09-10	17-18
					Mountbatten Sq	09-10	13-14	05-06	16-17	11-12	11-12	06-07	17-18	14-15	08-09	16-17	14-15
Microsoft Excel 2019 - Intermediate	Yes	2	\$385.20	ASKEI9	JTC Summit	09-10	10-11	05-06	16-17	11-12	09-10	06-07	13-14	14-15	08-09	16-17	10-11
					Mountbatten Sq	06-07 16-17	17-18	09-10 23-24 26-27	20-21	18-19	18-19	13-14	20-21	21-22	15-16	23-24	17-18
Microsoft Excel 2019 - Advanced	Yes	2	\$385.20	ASKEA9	JTC Summit	16-17	24-25	16-17	27-28	20-21	25-26	20-21	27-28	17-18	22-23	19-20	14-15
					Mountbatten Sq	20-21	20-21	12-13	23-24	28-29	22-23	16-17	24-25	24-25	19-20	26-27	21-22
Microsoft Excel: Advanced Formulas and Functions NEW!	Yes	2	\$535.00	ASKFF8	JTC Summit		20-21				29-30		20-21		15-16		21-22
					Mountbatten Sq				16-17		20-21		07-08		16-17		
Microsoft Excel: 99 Pro Hacks and Tips NEW!	Yes	1	\$299.60	ASKTH8	JTC Summit		05			29		20		14		12	
					Mountbatten Sq			09		24		11		14		03	
Advanced Pivot Table Techniques in Microsoft Excel NEW!	Yes	1	\$299.60	ASKEP8	JTC Summit					26		15		16		18	
					Mountbatten Sq		12			09		06		29		30	
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB8	JTC Summit	20				08					01		
					Mountbatten Sq			10			16				06		
Data Analysis with Microsoft Excel DASHBOARD Reporting for Management	Yes	2	\$856.00	ASKDR8	Hotel		24-25		20-21		15-16		13-14		08-09		07-08
Bridging Big Data Analytics using Power BI	Yes	1	\$428.00	ASKBB8	JTC Summit	15				13		05			25		
					Mountbatten Sq			04		25		11		04			
Introduction to Microsoft Excel Power Query, Data Model, Power Pivot and DAX NEW!	Yes	2	\$856.00	ASKPQ8	Hotel		19-20		21-22		06-07		24-25		12-13		
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	3	\$642.00	ASK7VB	JTC Summit		10-12		15-17		15-17		12-14		14-16		07-09
					Mountbatten Sq			02-04		04-06		08-10		23-25		09-11	

Microsoft PowerPoint & Word

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Microsoft PowerPoint 2019 - Basic and Intermediate	Yes	2	\$385.20	ASKPB9	JTC Summit	09-10	24-25	12-13	20-21	04-05	22-23	13-14	17-18	21-22	19-20	19-20	07-08
					Mountbatten Sq	13-14	20-21	16-17	23-24	18-19	11-12	20-21	13-14	07-08	22-23	23-24	10-11
Microsoft PowerPoint 2019 - Advanced	Yes	1	\$235.40	ASKPA9	JTC Summit		26		22		24		19		21		09
					Mountbatten Sq	15		18		20		22		09		25	
Creative Microsoft PowerPoint Designs Masterclass NEW!	Yes	1	\$299.60	ASKCP8	JTC Summit			16			17			23			21
					Mountbatten Sq		10			14		26			06		
Microsoft Word 2019 - Basic and Intermediate	Yes	2	\$385.20	ASKWB9	JTC Summit	13-14	17-18	09-10	23-24	26-27	11-12	06-07	27-28	14-15	22-23	16-17	17-18
					Mountbatten Sq	09-10	10-11	12-13	20-21	20-21	15-16	09-10	24-25	17-18	19-20	19-20	07-08
Microsoft Word 2019 - Advanced	Yes	1	\$235.40	ASKWA9	JTC Summit	15		11		28		08		16		18	
					Mountbatten Sq		12		22		17		26		21		09
Creating Digital MS Word Forms and Importing Data Automatically from MS Excel NEW!	Yes	1	\$299.60	ASKWF8	JTC Summit				30		08		19		14		23
					Mountbatten Sq			09		06		30		23		05	

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Microsoft Access & Outlook

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Microsoft Access 2019 - Basic and Intermediate	Yes	2	\$428.00	ASKAB9	JTC Summit		06-07		20-21		18-19		13-14		22-23		10-11
					Mountbatten Sq	16-17		05-06		14-15		23-24		10-11		19-20	
Microsoft Access 2019 - Advanced	Yes	2	\$428.00	ASKAA9	JTC Summit		13-14			20-21			24-25				23-24
					Mountbatten Sq			10-11			22-23			17-18		21-22	
Microsoft Outlook 2019 - Basic and Intermediate	Yes	1	\$267.50	ASKKB9	JTC Summit		12		22		08		12		21		14
					Mountbatten Sq	15		11		11		15		16		12	
Microsoft Outlook 2019 - Intermediate and Advanced	Yes	1	\$267.50	ASKKA9	JTC Summit			04			09			23			15
					Mountbatten Sq		06			12		19			13		

Adobe CC

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Photoshop CC - Basic to Intermediate NEW!	Yes	2	\$513.60	ASKPB8	JTC		27-28			18-19			03-04			19-20	

Video Editing & IT Related

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
IT Clinics (PC/Laptop Maintenance)	Yes	2	\$535.00	ASKCL7	JTC Summit			09-10			11-12			17-18			21-22
Mobile Apps Development and Deployment for Your Organization - Beginners	Yes	2	\$535.00	ASKMP7	JTC Summit	16-17		26-27		14-15		23-24		24-25		26-27	
					Mountbatten Sq		24-25		23-24		25-26		27-28		29-30		17-18
Mobile Apps Development and Deployment for Your Organization - Advanced NEW!	Yes	2	\$535.00	ASKMA7	JTC Summit					11-12			24-25			23-24	
					Mountbatten Sq					22-23			21-22			14-15	
Video Production	Yes	2	\$535.00	ASKVP7	JTC Summit		13-14			28-29		16-17		21-22		16-17	
					Mountbatten Sq			19-20			15-16		17-18		12-13		07-08

Web Applications

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Infographics Concept and Data Visualization Technique	Yes	1	\$299.60	ASKGV7	JTC Summit		19			28			27			13	
					Mountbatten Sq	10		05		10		10			16		
Introduction to Digital Marketing	Yes	2	\$535.00	ASKDM8	JTC Summit	20-21				04-05		21-22		09-10		09-10	
					Mountbatten Sq		17-18		27-28		18-19		20-21		15-16		09-10
Understanding E-Commerce in Your Organisation (To Build Online Shop) NEW!	Yes	2	\$535.00	ASKEB7	JTC Summit		10-11		13-14		15-16		17-18		12-13		14-15
					Mountbatten Sq	13-14		16-17		11-12		13-14		14-15		16-17	
Website Design & Development (using Free Software)	Yes	1	\$299.60	ASKKM7	JTC Summit			11			04			15			22
					Mountbatten Sq		12			15		12			05		

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Soft Skills - Management Skills

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Applying Three Kingdom Strategies in Your Organization NEW!	Yes	3	\$1,926.00	ASK3KS	Hotel			16-18			22-24			28-30			14-16
Applying Financial Quotient (FQ) in Decision Making Processes NEW!	Yes	2	\$1,070.00	ASKAFQ	Hotel		13-14			18-19			27-28			05-06	
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit	13-14		16-17			10-11			08-09			09-10
Computational Thinking with Coding (Python)	Yes	2	\$802.50	ASKCTC	Hotel			09-10				13-14					19-20
Constructive Conflict Management NEW!	Yes	2	\$1,070.00	ASKCCM	Hotel			16-17			10-11	The rest of the dates will be published later					
Coping With Uncertainty and Change At Your Workplace NEW!	Yes	1	\$374.50	ASKCWC	JTC Summit		07				01			04			04
Critical Thinking for Division 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Hotel	10				29			14				06
Effective Supervisory Skills for Management NEW!	Yes	2	\$1,070.00	ASKSSM	Hotel	16-17			27-28			21-22				19-20	
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit		20-21				18-19			03-04			12-13
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit	16-17			27-28			02-03				08-09	
Learned from Warren Buffett's Investing Approach	Yes	1	\$481.50	ASKWBA	Hotel	08		16		15		10		02			16
Managing Dysfunctional Teams NEW!	Yes	2	\$1,070.00	ASKMDT	Hotel			09-10			11-12			10-11			07-08
Practical Strategies for Investment NEW!	Yes	2	\$535.00	ASKPSV	JTC Summit			02-03			29-30			24-25			17-18
Resilience at Work: Turning Stressful Situations into Your Advantage NEW!	Yes	2	\$535.00	ASKRWP	JTC Summit		24-25					06-07				01-02	14-15
Smart Money Moves to Secure Your Financial Future NEW!	Yes	1	\$513.60	ASKRAW	Hotel			20			12		05		05		11
Three Kingdoms' Leaderships in Today's Context	Yes	2	\$1,284.00	ASK3KL	Hotel		24-25			28-29			24-25				26-27

Soft Skills - Interpersonal Skills

Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Brainpower - Discovering and Developing Our Mental Skills for Div 1 & 2 Officers	Yes	2	\$963.00	ASKBDD	Hotel			04-05			25-26			17-18			17-18
Colored Brain: Gateway to Improving Communication Skills at the Workplace NEW!	Yes	1	\$513.60	ASKCRC	Hotel			02		11			31			06	
Creating "Magical Moments" with Positive Phrases NEW!	Yes	1	\$513.60	ASKCMM	Hotel	10		06		08		10		04			27
Conquer Procrastination Using Aikido Principles	Yes	1	\$481.50	ASKCPA	Hotel	15		11		13		08		16			04

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Soft Skills - Interpersonal Skills																	
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Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit			09-10			08-09						
Effective Brain Smart Skills for the Workplace NEW!	Yes	2	\$1,070.00	ASKEBS	Hotel					14-15		16-17			15-16		
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Hotel	09			17		18		21		08		10
Keys to Instant Rapport – Effective Communication for Better Working Relationships NEW!	Yes	1	\$513.60	ASKKNR	Hotel		17			19			14				02
Master Your Message with Powerful Body Language	Yes	1	\$481.50	ASKMBL	Hotel		12				26			16			09
Outwit Your Obstacles	Yes	1	\$481.50	ASKOYO	Hotel	31			23			17			19		
Wisdom in Using Time and Achieving Goals	Yes	1	\$481.50	ASKWUT	Hotel			24			16			08			01
Working Effectively in a Multicultural Environment NEW!	Yes	1	\$513.60	ASKCCE	Hotel			20			05	The rest of the dates will be published later					
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Hotel			23			15			07			16

Soft Skills - Social & Emotional Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Bringing Humour into the Workplace NEW!	Yes	1	\$513.60	ASKBHW	Hotel			13		26	The rest of the dates will be published later						
Discovering the Happiness DNA in You NEW!	Yes	1	\$513.60	ASKDHD	Hotel			12			05			18			04
Effective Relaxation Techniques	Yes	1	\$481.50	ASKERT	Hotel	13		06		18		20		11		20	
Ergonomics at the Workplace	Yes	1	\$374.50	ASKEWP	JTC Summit		05				17			07			11
Empathy: Harnessing The Power of Connection at Workplace NEW!	Yes	2	\$535.00	ASKEPC	JTC Summit		17-18				29-30		11-12			09-10	
Happier Career, Happier Life NEW!	Yes	1	\$513.60	ASKHHL	Hotel		28			29			28				27
Happy Employees Work Better (Happiness Helps an Organization Increase Productivity) NEW!	Yes	2	\$1,070.00	ASKHWB	Hotel				27-28			23-24			29-30		
Let's Get Your Anger Right! (Anger Management: Understanding Anger-Yours and Others)	Yes	2	\$529.65	ASKGAR	JTC Summit		03-04			11-12			03-04			02-03	
Managing Stress and Achieving Wellness	Yes	2	\$529.65	ASKSAW	JTC Summit		19-20			05-06			13-14		12-13		14-15
Work-Life Balance	Yes	1	\$481.50	ASKWLB	Hotel			12			25			17			02
Live to Work or Work to Live?	Yes	1	\$481.50	ASKLTW	Hotel			04				06			12		
Stop Burning-Out and Start Settling with Passion (Job Burn-Out)	Yes	1	\$481.50	ASKSSP	Hotel		05			14			05			05	

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Soft Skills - Communication Skills																	
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Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			11-12			25-26			28-29			07-08
Communicating with Power and Authenticity NEW !	Yes	2	\$1,070.00	ASKCPU	Hotel						22-23	The rest of the dates will be published later					
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit		10-11			18-19			20-21			19-20	
Email Writing at Workplace	Yes	1	\$321.00	ASKEWW	JTC Summit			04			24			23			16
Grammar for Effective Business Communication	Yes	1	\$321.00	ASKGEC	JTC Summit		21			13		23		10		18	
High Impact Speed Reading - Read Fast, Learn Fast NEW !	Yes	1	\$513.60	ASKHSR	Hotel			06			19		28		23		11
Phonics and Phonetics for Adults - Fundamentals	Yes	1	\$299.60	ASKPPF	JTC Summit	17		13			12			11		06	
Phonics and Phonetics for Adults - Intermediate NEW !	Yes	1	\$299.60	ASKPPM	JTC Summit			20				24			09		
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit	15-16				14-15				21-22			
Persuasive Communication for Leaders	Yes	1	\$535.00	ASKPCL	Hotel		12			22			07			11	
Speaking and Presenting with Confidence NEW !	Yes	2	\$1,070.00	ASKSPC	Hotel	20-21			06-07			15-16			14-15		
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit	9-10					22-23				19-20		

Soft Skills - Motivational Skills																	
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Attitude - Your Most Priceless Possession for Senior Officers	Yes	2	\$1,027.20	ASKAPP	Hotel		27-28			05-06			05-06			16-17	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Hotel	17						02			21		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Hotel		13						13			12	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Hotel			11			11			28			03
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Hotel	20		05				06		29		11	
Winning Relationships with the 5 Love Languages @Workplace	Yes	1	\$481.50	ASK5LL	Hotel		05		22		15		19		08		17
Women Are Always Right and Men Are Never Wrong @Workplace (Understanding Gender Differences)	Yes	1	\$481.50	ASKWMW	Hotel	03		19		27		20		03		05	