

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	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	20-21	07-08	12-13	09-10	17-18
					Mountbatten Sq	06-07	17-18	14-15	08-09	16-17	14-15
Microsoft Excel 2019 - Intermediate	Yes	2	\$385.20	ASKEL9	JTC Summit	06-07 16-17	13-14 24-25	14-15 24-25	08-09 19-20	16-17 26-27	10-11 21-22
					Mountbatten Sq	13-14	20-21	21-22	05-06 15-16	23-24	17-18
Microsoft Excel 2019 - Advanced	Yes	2	\$385.20	ASKEA9	JTC Summit	20-21	27-28	17-18	22-23	19-20	14-15
					Mountbatten Sq	06-07 16-17	24-25	24-25 28-29	19-20	26-27	21-22
Microsoft Excel: Advanced Formulas and Functions NEW !	Yes	2	\$535.00	ASKFF8	JTC Summit		20-21		15-16		21-22
	Yes	1	\$299.60	ASKTH8	JTC Summit	20		14		12	
					Mountbatten Sq		11	14		03	
Microsoft Excel: 99 Pro Hacks and Tips NEW !	Yes	1	\$299.60	ASKEP8	JTC Summit	15		16		18	
Advanced Pivot Table Techniques in Microsoft Excel NEW !	Yes	1	\$299.60	ASKDB8	Mountbatten Sq		06		29		30
					JTC Summit				01		
Dashboard Reporting in Microsoft Excel	Yes	1	\$299.60	ASKDB8	Mountbatten Sq	16				06	
Data Analysis with Microsoft Excel DASHBOARD Reporting for Management	Yes	2	\$856.00	ASKDR8	Hotel		13-14		08-09		07-08
Bridging Big Data Analytics using Power BI	Yes	1	\$428.00	ASKBB8	JTC Summit		05			25	
					Mountbatten Sq			11		04	
Introduction to Microsoft Excel Power Query, Data Model, Power Pivot and DAX NEW !	Yes	2	\$856.00	ASKPQ8	Hotel	06-07		24-25		12-13	
Visual Basic for Applications in Microsoft Excel - Fundamental	Yes	3	\$642.00	ASK7VB	JTC Summit		12-14		14-16		07-09
					Mountbatten Sq	07-09		23-25		09-11	

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

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Microsoft Access & Outlook											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Microsoft Access 2019 - Basic and Intermediate	Yes	2	\$428.00	ASKAB9	JTC Summit		13-14		22-23		10-11
					Mountbatten Sq	23-24	10-11		19-20		
Microsoft Access 2019 - Advanced	Yes	2	\$428.00	ASKAA9	JTC Summit		24-25			23-24	
					Mountbatten Sq			17-18			21-22
Microsoft Outlook 2019 - Basic and Intermediate	Yes	1	\$267.50	ASKKB9	JTC Summit		12		21		14
					Mountbatten Sq	15		16		12	
Microsoft Outlook 2019 - Intermediate and Advanced	Yes	1	\$267.50	ASKKA9	JTC Summit			23			15
					Mountbatten Sq		19			13	

Microsoft Office - Home Based Learning											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Microsoft Excel 2019 - Fundamentals	Yes	2	\$420.00	ASK9EB	Home Based Learning		11-12 24-25	07-08 14-15			
Microsoft Excel 2019 - Intermediate & Advanced	Yes	3	\$520.00	ASK9EA			19-21 26-28	09-11 16-18 28-30			
Microsoft PowerPoint 2019 - Fundamentals	Yes	2	\$420.00	ASK9PB			13-14 24-25	03-04 14-15 24-25			
Microsoft PowerPoint 2019 - Intermediate & Advanced	Yes	3	\$520.00	ASK9PA			26-28	16-18			
Microsoft Word 2019 - Fundamentals	Yes	2	\$420.00	ASK9WB			17-18	10-11 17-18			
Microsoft Word 2019 - Intermediate & Advanced	Yes	3	\$520.00	ASK9WA			17-19	21-23			

Adobe CC											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Photoshop CC - Basic to Intermediate	Yes	2	\$513.60	ASKPB8	JTC		03-04			19-20	

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

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Web Applications											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	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		27			13	
					Mountbatten Sq			10			16
Introduction to Digital Marketing	Yes	2	\$535.00	ASKDM8	JTC Summit	21-22		09-10		09-10	
					Mountbatten Sq		20-21		15-16		09-10
Understanding E-Commerce in Your Organisation (To Build Online Shop) NEW !	Yes	2	\$535.00	ASKEB7	JTC Summit		17-18		12-13		14-15
					Mountbatten Sq	13-14		14-15		16-17	
Website Design & Development (using Free Software)	Yes	1	\$299.60	ASKKM7	JTC Summit			15			22
					Mountbatten Sq		12			05	

Soft Skills - Management Skills											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Applying Three Kingdom Strategies in Your Organization NEW !	Yes	3	\$1,926.00	ASK3KS	Hotel	27-29		28-30			14-16
Applying Financial Quotient (FQ) in Decision Making Processes NEW !	Yes	2	\$1,070.00	ASKAFQ	Hotel		27-28			05-06	
Be Kiasu, Be Creative and Effective in Problem Solving	Yes	2	\$529.65	ASKBKS	JTC Summit			08-09			09-10
Constructive Conflict Management NEW !	Yes	2	\$1,070.00	ASKCCM	Hotel	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			04			04
Critical Thinking for Divison 2 & 3 Officers	Yes	1	\$481.50	ASKCTH	Hotel		14			06	
Effective Supervisory Skills for Management NEW !	Yes	2	\$1,070.00	ASKSSM	Hotel	21-22			19-20		
Financial Wisdom in Life	Yes	2	\$529.65	ASKFWL	JTC Summit			03-04		12-13	
Investing for Life	Yes	2	\$529.65	ASKVFL	JTC Summit	02-03			08-09		
Learned from Warren Buffett's Investing Approach	Yes	1	\$481.50	ASKWBA	Hotel	17		02		16	
Managing Dysfunctional Teams NEW !	Yes	2	\$1,070.00	ASKMDT	Hotel			10-11			07-08
Practical Strategies for Investment NEW !	Yes	2	\$535.00	ASKPSV	JTC Summit			24-25			17-18
Problem Solving with Python Coding	Yes	2	\$802.50	ASKCTC	Hotel	13-14				19-20	
Resilience at Work: Turning Stressful Situations into Your Advantage NEW !	Yes	2	\$535.00	ASKRWP	JTC Summit	06-07			01-02		14-15
Smart Money Moves to Secure Your Financial Future NEW !	Yes	1	\$513.60	ASKRAW	Hotel		05		05		11
Three Kingdoms' Leaderships in Today's Context	Yes	2	\$1,284.00	ASK3KL	Hotel		24-25			26-27	

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Soft Skills - Interpersonal Skills											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	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			17-18			17-18
Colored Brain: Gateway to Improving Communication Skills at the Workplace	Yes	1	\$513.60	ASKCRC	Hotel		31			06	
Creating "Magical Moments" with Positive Phrases NEW !	Yes	1	\$513.60	ASKCMM	Hotel	10		04		27	
Conquer Procrastination Using Aikido Principles	Yes	1	\$481.50	ASKCPA	Hotel	08		16		04	
Dealing with Difficult People at Work	Yes	2	\$529.65	ASKDDP	JTC Summit						
Effective Brain Smart Skills for the Workplace NEW !	Yes	2	\$1,070.00	ASKEBS	Hotel	16-17			15-16		
Enhance Your Memory	Yes	1	\$481.50	ASKEYM	Hotel		21		08		10
Keys to Instant Rapport – Effective Communication for Better Working Relationships NEW !	Yes	1	\$513.60	ASKKNR	Hotel		14				02
Master Your Message with Powerful Body Language	Yes	1	\$481.50	ASKMBL	Hotel			16			09
Outwit Your Obstacles	Yes	1	\$481.50	ASKOYO	Hotel	17			19		
Wisdom in Using Time and Achieving Goals	Yes	1	\$481.50	ASKWUT	Hotel			08			01
Working Effectively in a Multicultural Environment NEW !	Yes	1	\$513.60	ASKCCE	Hotel	The rest of the dates will be published later					
Working Relationships with Multi-Generational People	Yes	1	\$481.50	ASKMGC	Hotel			07			16

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

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Soft Skills - Communication Skills											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Better Spoken English for Div 2 and 3 Officers	Yes	2	\$529.65	ASKBSE	JTC Summit			28-29			07-08
Communicating with Power and Authenticity NEW !	Yes	2	\$1,070.00	ASKCPU	Hotel	The rest of the dates will be published later					
Effective Writing Skills	Yes	2	\$529.65	ASKEWS	JTC Summit		20-21			19-20	
Email Writing at Workplace	Yes	1	\$299.60	ASKEWW	JTC Summit			23			16
Grammar for Effective Business Communication	Yes	1	\$321.00	ASKGEC	JTC Summit	23		10		18	
High Impact Speed Reading - Read Fast, Learn Fast NEW !	Yes	1	\$513.60	ASKHSR	Hotel		28		23		11
Report Writing	Yes	2	\$529.65	ASKRPW	JTC Summit			21-22			
Persuasive Communication for Leaders	Yes	1	\$535.00	ASKPCL	Hotel		07			11	
Speaking and Presenting with Confidence NEW !	Yes	2	\$1,070.00	ASKSPC	Hotel	15-16			14-15		
Write Minutes of Meeting	Yes	2	\$529.65	ASKWRM	JTC Summit				19-20		

Soft Skills - Motivational Skills											
Course Title	HRMS	No. of Day(s)	Course Fee (Inc. GST)	Course Code	Location	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		05-06			16-17	
Birds of Different Feathers Can Flock Together	Yes	1	\$481.50	ASKBDF	Hotel	02			21		
Even Eagles Need a Push	Yes	1	\$481.50	ASKEEP	Hotel		13			12	
H.E.A.R.T. @ Work	Yes	1	\$481.50	ASKHAW	Hotel			28			03
The 7-Ups to Personal Effectiveness	Yes	1	\$481.50	ASK7UP	Hotel	06		29		11	
Winning Relationships with the 5 Love Languages @Workplace	Yes	1	\$481.50	ASK5LL	Hotel		19		08		17
Women Are Always Right and Men Are Never Wrong @Workplace (Understanding Gender Differences)	Yes	1	\$481.50	ASKWMW	Hotel	20		03		05	