# 2021 Training Directory





Live Stream

Self-Paced E-Learning 

### Multi Award-Winning Corporate Training Provider 2018 - 2019 (T.E.D Awards)







BEST CORPORATE TRAINING PROVIDER

GOLD STANDARD SERVICE PROVIDER

SENIOR

ANAGEMENT

LEADERSHIP

BEST CORPORATE TRAINING PROVIDER

COMMUNICATION

GOLD STANDARD SERVICE PROVIDER

FINANCE

MANAGEMENT



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### **ABOUT US**



Aventis Learning Group (ALG) is a proud recipient of the prestigious Training, Education, and Development (T.E.D.) Awards for the year 2018, recognised as the Best Corporate Training Provider for our 'Communications' and 'Personal Effectiveness & Productivity' courses. ALG is also the proud recipient of the T.E.D. 2018 Gold Standard Service Award for our 'Finance Management' and 'Senior Management & Leadership' courses.

As a multi-award winning corporate training provider, ALG strives to provide Professionals, Managers, and Executives (PMEs) with enriching, practical, and up-to-date training courses. With over a decade of successful track record, ALG conducts an average of 180 courses with multiple runs annually in the areas of:



Communication & Presentation



Finance, Legal, and Compliance



Data Visualization and Business Intelligence



Human Capital Management & Psychology



Digital Forensics & Counter Terrorism



Leadership, Coaching, and Strategy



Digital Marketing and Transformation



Personal Effectiveness and Problem Solving



At Aventis, your safety and learning experience are our top priorities. Hence, we've arranged 3 different modes of learning you can choose from based on your convenience and preference.



### **FACE-TO-FACE TRAINING**

Face-to-Face training has resumed with these measures in place:

- All visitors must check in via Safe Entry before entering the training venue
- Temperatures to be taken for all visitors
- Masks are always to be worn during the training except when eating or drinking
- Safe distancing is to be observed at all times
- Seating arrangement with social distancing of 1 metre for chairs and 2 metres for tables
- Buffet lunch will be replaced with ala-carte buffet with individual plated food and cutleries
- Hand sanitisers are readily available at the training venue



### LIVE STREAM CLASSES

Learn at the comfort of your home or office with our Live Stream courses conducted via Zoom.

- Full materials provided
- Real-time interaction between participants and trainer
- E-Certificate will be awarded after the training



### SELF-PACED E-LEARNING COURSES

Learn anytime and anywhere with our new Self-Paced E-Learning courses.

- Over 100 courses to choose from
- In partnership with Simplilearn

### EARN DIGITALLY-CERTIFIED BADGES

Celebrate and showcase your achievements with our digitally-certified Open Badges which you will receive after completing any of our courses.





# LIVE STREAM COURSES



HRMS Code	Communication & Presentation Skills	Fees (SGD)	Dates
AV256	7- Step Method to Successful Business Writing: A Skill for Administrative Support Professionals	\$580	7 Jun   6 Sep
AV0497	6 Simple Steps in Handling Tough & Demanding Customers Over the Phone	\$600	8 Jun   1 Nov
AV9030	Effective Business Grammar Skills	\$580	16 Jun   7 Oct
AV0028	Powerful E-mail Techniques	\$580	23 Jun   14 Sep   7 Dec
AV0027	Writing in Response to Complaints	\$580	2 Jul   9 Sep
AV9016	Say It Right! Pronunciation and Voice Fluency	\$580	7 Jul   29 Nov
AV0173	Proofread to Perfection! Accuracy and Editing	\$580	9 Jul   12 Oct
AV9050	Expert Tips on How to Write Meeting Minutes Quickly and Easily	\$580	12 Jul   5 Oct
AV3003	Essential Negotiation Skills To Powerfully Influence And Achieve Win-Win Outcomes	\$588	15 Jul
AV0723	The Art of Persuasion in Writing: How to Influence People and Get What You Want	\$580	21 Jul   27 Oct
AV0486	Positive Influencing Skills Using NLP	\$588	23 Jul   15 Oct
AV0166	Impromptu Speaking with Confidence, Conviction and Clarity	\$580	23 Jul   5 Nov
AV9048	Reports and Proposals Made Crystal Clear	\$580	3 Aug   1 Dec
AV0923	The Art of Storytelling in the Workplace	\$600	4 Aug   10 Nov
AV9273	Hands-on Guide to Writing Effective Standard Operating Procedures (SOP)	\$600	20 Aug   6 Dec
AV0388	Public Relations Strategy 101: Building Blocks Of A Smart And Effective PR Communications Plan	\$600	20 Aug   17 Dec
AV0535	Virtual Presentation & Facilitation Skills To Engage Remote Teams Effectively	\$350	25 Aug   10 Nov
AV0545	Aventis Professional Virtual Trainer Certification	\$1,500	25 & 30 Aug   10 & 15 Nov
AV0985	Technical Writing Masterclass: Take your Technical Writing to the Next level	\$988	7 & 8 Sep
AV7090	Colored Brain Communication: The Super Effective Way to Drive, Motivate & Inspire Your Team	\$680	10 Sep
AV0321	Getting to Yes: Negotiate Like A Lawyer	\$580	13 Sep
AV0240	Keys to Persuasive Communications: Brain Influencing Secrets that Trigger 'Yes' Response in People	\$588	15 Sep
AV0158	Speak Better English: From "Singlish" to Standard English	\$580	25 Nov

HRMS Code	Data Science and Special Topics	Fees (SGD)	Dates
-	1 Day introduction to Python for Beginners	\$680	13 Jun   10 Oct
-	Aventis Career Coach Professional Certification	\$3,500	3 & 4 July   7 & 8 Aug
AV0214	Project Management Made Simple	\$600	12 Jul   19 Oct
-	Operations Efficiency Readiness: Getting ready for recovery preparation	\$600	16 Jul   10 Nov
AV9051	Strategic Procurement and Inventory Management	\$600	11 Aug   9 Nov
AV0545	Aventis Professional Virtual Trainer Certification	\$1,500	25 & 30 Aug   10 & 15 Nov
AV0542	1 Day Introduction to Data Science	\$600	11 Sep   5 Dec
-	Executive Certificate in Project Management	\$2,500	2, 3, 9, 10 Oct
HRMS Code	Data Visualization & Business Intelligence	Fees (SGD)	Dates
AV3920	Data Visualisation using Microsoft Power BI For Beginners	\$680	11 Jun   08 Oct
-	Executive Certificate in Business Research Methods	\$2,500	12, 13, 19, 20 Jun
AV8834	Introduction to Data Management & Data Reporting: Managing Data For Insights	\$680	5 Jul
AV1427	Introduction to Data Analysis: Mining Insights From Data	\$680	12 Jul
AV3152	SQL Fundamental for Beginners	\$680	5 Aug   8 Nov
AV6327	Introduction to Data Storytelling: Narratives from Data	\$680	6 Aug
AV2389	Introduction to Data Visualisation: Presenting Insights From Data	\$680	3 Sep
AV2738	Data Visualisation using Tableau For Beginners	\$680	17 Sep
HRMS Code	Digital Forensics and Counter Terrorism	Fees (SGD)	Dates
-	Professional Certificate in Security & Loss Prevention (LIVE Stream)	\$750	17 & 18 Jul
AV5011	Professional Certification in Criminology and Behavioural Psychology (LIVE Stream)	\$750	26 & 27 Aug   11 & 12 Nov
HRMS Code	Digital Marketing & Transformation	Fees (SGD)	Dates
AV3628	Professional Certification in Data-Driven Marketing	\$990	10 & 11 Jun   02 & 03 Dec
AV7200	The Ultimate Podcast Course: Develop & Launch A Viral Podcast	\$990	22 & 23 Jun   16 & 17 Sep   08 & 09 Dec

All courses are subject to GST

HRMS Code	Digital Marketing & Transformation	Fees (SGD)	Dates
AV0531	Infographics: Unlock the Power of Visual Storytelling to Engage and Captivate Your Audiences	\$1,100	22 & 23 Jun   1 & 2 Dec
AV7319	TikTok Marketing: How TikTok Changes The Way Brands Market on Social Media Platforms	\$680	2 Jul   11 Oct
AV7311	Workforce Transformation 4.0	\$680	8 Jul   17 Dec
-	Executive Certificate in Strategic Marketing	\$2,500	10, 11, 17, 18 Jul
AV9340	Professional Certification in Smartphone Video Storytelling	\$990	12 & 13 Jul   05 & 06 Oct
-	Amplify Your Business with Telegram Marketing	\$350	17 Aug   02 Nov
AV4820	Professional Certification in Google Analytics	\$990	19 & 20 Aug
AV0049	Professional Certification in Search Engine Optimisation (SEO)	\$990	23 & 24 Sep
-	Executive Certificate in E-Marketing	\$2,500	2, 3, 9, 10 Oct
AV0069	Professional Certification in Social Media Marketing	\$990	5 & 6 Oct   16 & 17 Dec
-	Design Principles for Effective Visual Communication	\$680	12 Oct
-	Designing For Social Media Content	\$680	5 Nov
AV8132	Professional Certification in Integrated Digital Marketing	\$990	25 & 26 Nov
-	Executive Certificate in Global Brand Management	\$2,500	27, 28 Nov, 4, 5 Dec
HRMS Code	Finance, Legal and Compliance	Fees (SGD)	Dates
-	Executive Certificate in Financial Performance Management	\$2,500	7, 8, 14, 15 Aug
AV9904	Compliance Guide to the Personal Data Protection Act (PDPA)	\$700	10 Sep
-	Executive Certificate in Strategic Investment Appraisal	\$2,500	2, 3, 9, 10 Oct
-	Executive Certificate in International Corporate Finance	\$2,500	27, 28 Nov, 4, 5 Dec
HRMS Code	Human Capital Management & Psychology	Fees (SGD)	Dates
AV9047	Essential Managerial Skills and Competencies	\$600	7 Jun   14 Sep   15 Dec
AV0177	Workplace Counselling and Grievance Handling Workshop	\$588	11 Jun
-	Professional Certificate in Developmental Psychology	\$1,200	12 & 13 Jun
AV3005	Powerful, Painless and Proven Techniques to Deal with Difficult Colleagues and Stakeholders at Work	\$580	13 Jul   5 Oct

HRMS Code	Human Capital Management & Psychology	Fees (SGD)	Dates
AV0830	Strategy Execution: A Competitive Differentiator	\$600	13 Jul   18 Oct
AV9039	Developing, Implementing, and Using Winning KPIs and Performance Appraisal	\$988	14 & 15 Jul   11 & 12 Nov
AV0380	Leading with Questions: How to Find the Right Solutions by Asking the Right Questions	\$600	23 Jul   2 Nov
AV0803	Handling Workplace Investigations & Incidents	\$880	26 Jul
-	Professional Certificate in Counselling and Psychotherapy	\$1,200	31 Jul & 1 Aug
	2-Day Positive Psychology Coaching and Mentoring Masterclass for Managers & Leaders	\$1,200	2 & 3 Aug
AV0284	Effective Stakeholder Engagement: How to Engage, Inspire and Manage Even Difficult Stakeholders	\$600	17 Aug
AV2003	Law of Dismissal and Termination of Employees in Singapore	\$880	20 Aug
-	Professional Certificate in Perspective in Social Psychology	\$1,200	18 & 19 Sep
-	Professional Certificate in Ethics and The Contemporary Practice of Psychotherapy	\$1,200	18 & 19 Sep
AV3002	The Stress Free Way to Deal with Negativity, Bad Attitude and Difficult People at Work	\$780	29 Sep
-	Executive Certificate in Managing Across Borders	\$2,500	2, 3, 9, 10 Oct
-	Professional Certificate in Organizational Psychology	\$1,200	23 & 24 Oct
-	Professional Certificate in Effective Counselling Techniques	\$1,200	13 & 14 Nov
-	Executive Certificate in HR Business Partnering	\$2,500	27, 28 Nov, 4, 5 Dec
HRMS Code	Leadership, Coaching and Strategy	Fees (SGD)	Dates
AV0503	Dare to Lead: From Managers to Leaders	\$600	1 Jun   11 Oct
AV730	Powerful Keys to Effective Leadership	\$588	1 Jun
AV0551	Effective Change Management: Understanding the People Side of Change	\$1,200	10 & 11 Jun   2 & 3 Sep   9 & 10 Dec
AV3003	Essential Negotiation Skills To Powerfully Influence And Achieve Win-Win Outcomes	\$588	15 Jul
AV0722	Leading Organizational Change Management With Appreciative Inquiry	\$588	16 Jul
-	Applying Three Kingdom Leadership and Business Strategies	\$680	16 Jul
-	Executive Certificate in Leadership and Change Management	\$2,500	4, 5, 11, 12 Sep

HRMS Code	Leadership, Coaching and Strategy	Fees (SGD)	Dates
AV0080	Leader as Storyteller WorkshopTM: Using Storytelling to Connect, Captivate and Influence Your Audience	\$580	21 Oct
-	Executive Certificate in Global Strategic Management	\$2,500	30, 31 Oct, 6, 7 Nov
AV0034	High Impact Manager & Supervisor Training for New Managers	\$580	9 Nov
-	Executive Certificate in Sustainable Business Strategy	\$2,500	30, 31 Oct, 6, 7 Nov
-	Executive Certificate in Managing Across Borders	\$2,500	2, 3, 9, 10 Oct
-	Professional Certificate in Organizational Psychology	\$1,200	23 & 24 Oct
-	Professional Certificate in Effective Counselling Techniques	\$1,200	13 & 14 Nov
-	Executive Certificate in HR Business Partnering	\$2,500	27, 28 Nov, 4, 5 Dec
HRMS Code	Personal Effectiveness and Problem Solving	Fees (SGD)	Dates
AV1333	Mastering Microsoft Office 2016: Tips and Tricks to Improve Your Productivity using Intermediate to Advanced Techniques	\$1,280	3 & 4 Jun   5 & 6 Oct
AV0533	Empowering Growth Mindset at Work: The New Psychology of Success	\$600	4 Jun
AV0304	A DMAIC Guide to Process Improvement Using Lean Six Sigma	\$600	8 Jun   13 Sep
AV9046	Delivering Constructive Feedback and Criticisms Effectively and Tactfully	\$600	10 Jun   9 Sep   9 Dec
AV0116	Enhance Emotional Resilience at Work	\$588	11 Jun   20 Aug
AV0623	Ikigai- Unlock the Ancient Japanese Secret to Help You Live a More Fulfilling and Purposeful Life	\$580	11 Jun   15 Jul   6 Oct
AV9734	Think Better Analytically: Ways to Build Up Everyday Analytical Thinking	\$600	15 Jun   14 Sep   7 Dec
-	Multiple Intelligences: How You Can Wonderfully & Positively Practice Influencing	\$600	15 Jun   20 Sep   6 Dec
AV0387	Radiant Thinking 4.0: Think Smarter, Learn Faster and Communicate Better with Mind Maps	\$600	17 Jun   21 Oct
AV0498	How to Beat Procrastination, Master Your Focus and Boost Productivity	\$588	18 Jun   15 Dec
AV0515	Mastering Microsoft Excel 2016: Basic to Intermediate Skills	\$680	18 Jun   3 Nov
AV0617	From Worrier to Warrior: How to Stop Worrying and Start Living the Life You Deserve	\$600	22 Jun   19 Nov
AV3001	Advanced Microsoft Excel 2016 Skills For Business Analysis and Reporting	\$1,280	1 & 2 Jul   9 & 10 Dec
AV0720	Emotional Intelligence: Different Strokes For Different Folks	\$588	5 Jul   7 Dec

HRMS Code	Personal Effectiveness and Problem Solving	Fees (SGD)	Dates
AV0928	Secrets To Connect With Others: Psychological Methods To Create Bonding & Liking With People	\$600	7 Jul   24 Nov
AV0528	Microsoft Excel Dashboard Reporting for Beginners	\$600	12 Jul
AV3003	Essential Negotiation Skills To Powerfully Influence And Achieve Win-Win Outcomes	\$588	15 Jul
AV0722	Leading Organizational Change Management With Appreciative Inquiry	\$588	16 Jul
AV9045	Critical Thinking Skills: Think Creatively and Solve Problems Decisively	\$600	27 Jul   12 Oct
AV0520	Pivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate Workshop	\$600	10 Aug
AV0031	Stand Up for Yourself: Developing Assertiveness Skills	\$580	12 Aug
AV0984	Applying Lean Thinking to Improve Productivity, Enhance Organizational Effectiveness and Achieve Higher Growth	\$600	12 Aug   8 Nov
AV0780	Shine Your True Colors© through Good People Skills	\$620	24 Aug
AV0545	Aventis Professional Virtual Trainer Certification	\$1,500	25 & 30 Aug   10 & 15 Nov
-	Applying Root Cause Analysis for Effective Problem Solving & Corrective Action	\$600	30 Aug   16 Dec
AV0834	Your Guide to Overcoming Self-Doubt and Improving Self-Esteem & Confidence	\$600	31 Aug
AV0495	6 Great Habits of Highly Productive & Successful Executives	\$600	31 Aug 1 Nov
AV8339	Agile Thinking: Work Faster, Think Clearer and Improve Your Business Agility to Meet Customers Changing Demands	\$600	3 Sep
AV0131	Essential Skills for Super Secretaries and Power Administrators	\$588	3 Sep
AV9017	Boost Your Productivity with Tony Buzan's Mind Mapping® Brain Tool	\$988	9 & 10 Sep
AV9013	Managing Stress and Mental Wellness at Work	\$600	10 Sep
AV0494	Create Impactful Powerpoint Presentations that Captivate & WoW Your Audience	\$980	15 & 16 Sep
AV0384	Kaizen For Continuous Improvement And Boosting Efficiency At Work	\$988	15 & 16 Sep   13 & 14 Dec
AV0521	Mastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & Skills	\$680	29 Sep
-	EMOTIONAL AGILITY: Embrace Change and Overcome Uncertainty at Work and in Life	\$600	30 Sep
AV0511	1 Day Workplace Mindfulness and Well-being Workshop	\$600	14 Oct
AV0550	Corporate Mental Wellness Program	\$600	13 Dec

## **TESTIMONIALS (LIVE STREAM COURSES)**



"This is my first time using Virtual Live Training over Zoom. I would say that it is very useful and interesting during this Covid-19 situation. We still can see and interact with each other. Discussion and engaging exercise session do really help me to improve on how to write email in more appropriate ways."

#### Siew Ngoh – NTUC Health Co-operative Ltd

"It's an entirely new experience as previous training sessions were on face-to-face classroom setting. As long as the trainer is able to communicate, stimulate learning interest and be heard well, course participants can continue to upgrade their skills and knowledge through this channel."

#### Ronnie

#### - Singapore Centre for Chinese Language

"Doing a course via Zoom from Home is very convenient and comfortable. Trainer is able to relate to the participants of his vast experience as a trainer. Very focus of what he has to deliver during this course. The course gives us a deep insight of working life, how to handle and prioritize work."

Anna Tan – Supreme Court

# **TESTIMONIALS (LIVE STREAM COURSES)**



"First time using Zoom to attend training course. It was a pleasant and smooth experience. Trainer is knowledgeable and able to answer our questions timely. This course is recommended in order to be able to handle the different colleagues and customers personalities."

Junaidah – National Library

My learning experience over zoom was great as we can interact with one another online without meeting in real life. The trainer answered all our questions patiently and gave useful examples. The course allowed me to understand the common mistakes I made in a sentence for e.g. using the wrong tense in a sentence.

#### Serene Ong – MetCar Asia Pte Ltd

The experience (using Zoom) was better than i had expected, with breakout rooms and trainer checking in the different groups. Michael is a very engaging instructor, and his lessons contain very practical examples. i would recommend him.

Mei Hui – Singapore Police Force



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# FACE-TO-FACE COURSES



HRMS Code	Communication & Presentation Skills	Fees (SGD)	Dates
AV9273	Hands-on Guide to Writing Effective Standard Operating Procedures (SOP)	\$600	9 Jun   5 Oct
AV0723	The Art of Persuasion in Writing: How to Influence People and Get What You Want	\$580	9 Jun   2 Sep   6 Dec
AV0534	Raise Your EQ with True Colors©: The People Skills You Need to Propel You in Your Career	\$620	17 Jun   1 Sep   2 Dec
AV0388	Public Relations Strategy 101: Building Blocks Of A Smart And Effective PR Communications Plan	\$600	17 Jun   22 Oct
AV9016	Say It Right! Pronunciation and Voice Fluency	\$580	17 Jun   14 Oct   6 Dec
AV0086	Storytelling for Managers and Leaders	\$600	23 Jun   24 Sep   10 Dec
AV0173	Proofread to Perfection! Accuracy and Editing	\$580	24 Jun   16 Sep   8 Dec
AV0158	Speak Better English: From "Singlish" to Standard English	\$580	29 Jun   23 Sep   9 Dec
AV0502	Reports and Proposals Made Crystal Clear	\$580	1 Jul   21 Oct
AV7090	Colored Brain Communication: The Super Effective Way to Drive, Motivate & Inspire Your Team	\$680	2 Jul   1 Oct
AV0497	6 Simple Steps in Handling Tough & Demanding Customers Over the Phone	\$600	6 Jul   12 Oct
AV0028	Powerful E-mail Techniques	\$580	6 Jul   2 Sep   11 Nov
AV256	7- Step Method to Successful Business Writing: A Skill for Administrative Support Professionals	\$580	7 Jul   25 Nov
AV9050	Expert Tips on How to Write Meeting Minutes Quickly and Easily	\$580	8 Jul   31 Aug   30 Nov
-	Respond Intelligently Under Pressure	\$600	14 Jul   20 Oct
AV0166	Impromptu Speaking with Confidence, Conviction and Clarity	\$580	15 Jul   7 Oct
AV0750	Dynamic Facilitation Skills for Effective Meetings and Discussions	\$588	16 Jul   29 Oct
AV0240	Keys to Persuasive Communications: Brain Influencing Secrets that Trigger 'Yes' Response in People	\$588	28 Jul   10 Nov
-	Master The Power Of Listening And Communicating: Handling Disagreements And Divergent Opinions	\$600	11 Aug   12 Nov
AV0494	Create Impactful Powerpoint Presentations that Captivate & WoW Your Audience	\$980	11 & 12 Aug   17 & 18 Nov
AV0486	Positive Influencing Skills Using NLP	\$588	13 Aug   19 Nov
AV0720	Emotional Intelligence: Different Strokes For Different Folks	\$588	19 Aug   24 Nov
AV9024	Effective Presentation Skills: Engage Your Audience with NLP Strategies	\$580	19 Aug   15 Dec

HRMS Code	Communication & Presentation Skills	Fees (SGD)	Dates
AV0321	Getting to Yes: Negotiate Like A Lawyer	\$580	20 Aug   10 Nov
AV0730	Managing Difficult Customers Professionally	\$588	23 Aug   11 Nov
AV0027	Writing in Response to Complaints	\$580	24 Aug   2 Dec
AV0985	Technical Writing Masterclass: Take your Technical Writing to the Next level	\$988	24 & 25 Aug
AV9030	Effective Business Grammar Skills	\$580	26 Aug   24 Nov
AV0524	IMPACT© Communicate to Influence	\$588	9 Sep
AV2089	2 Day Effective Business Writing for Busy Executives and Managers	\$988	28 & 29 Sep
-	Aventis Professional Trainer Certification	\$2,000	8 & 11 Oct   16 & 23 Oct
HRMS Code	Data Science and Special Topics	Fees (SGD)	Dates
AV0517	Excel VBA Programming for Beginners	\$1,100	08 & 09 Jul   11 & 12 Oct
AV0530	Professional Certification in Robotic Process Automation (RPA) With UiPath	\$1,200	29 & 30 Jul
HRMS		Fees	
Code	Data Visualization & Business Intelligence	Fees (SGD)	Dates
	Data Visualization & Business Intelligence Data Visualisation Using Tableau For Beginners		Dates 04 Jun   01 Oct
Code		(SGD)	
Code AV2738	Data Visualisation Using Tableau For Beginners Pivot Table for Microsoft Excel 2016 & 365 Users: Basic to	<b>(SGD)</b> \$680	04 Jun   01 Oct
Code AV2738 AV0520	Data Visualisation Using Tableau For Beginners Pivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate Workshop	(SGD) \$680 \$600	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec
Code AV2738 AV0520 AV3152	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365	(SGD) \$680 \$600 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec
Code AV2738 AV0520 AV3152	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For	(SGD) \$680 \$600 \$680 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct
Code AV2738 AV0520 AV3152 AV0521 -	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For Intermediate Users	(SGD) \$680 \$600 \$680 \$680 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct 25 Jun   Sep
Code AV2738 AV0520 AV3152 AV0521 - AV3920	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For Intermediate UsersData Visualisation using Microsoft Power BI For BeginnersMicrosoft Excel Power Query and Power Pivot for	(SGD) \$680 \$600 \$680 \$680 \$680 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct 25 Jun   Sep 09 Jul   12 Nov
Code AV2738 AV0520 AV3152 AV0521 - AV3920 AV0529	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For Intermediate UsersData Visualisation using Microsoft Power BI For BeginnersMicrosoft Excel Power Query and Power Pivot for BeginnersAdvanced Microsoft Excel 2016 Skills For Business	(SGD) \$680 \$600 \$680 \$680 \$680 \$680 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct 25 Jun   Sep 09 Jul   12 Nov 13 Jul   24 Nov
Code AV2738 AV0520 AV3152 AV0521 - AV3920 AV0529	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For Intermediate UsersData Visualisation using Microsoft Power BI For BeginnersMicrosoft Excel Power Query and Power Pivot for BeginnersAdvanced Microsoft Excel 2016 Skills For Business Analysis and Reporting	(SGD)         \$680         \$600         \$680         \$680         \$680         \$680         \$680         \$680         \$680         \$680         \$680         \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct 25 Jun   Sep 09 Jul   12 Nov 13 Jul   24 Nov 16 & 17 Aug   22 & 23 Nov
Code AV2738 AV0520 AV3152 AV0521 - AV3920 AV0529 AV0529	Data Visualisation Using Tableau For BeginnersPivot Table for Microsoft Excel 2016 & 365 Users: Basic to Intermediate WorkshopSQL Fundamental for BeginnersMastering Pivot Table for Microsoft Excel 2016 & 365 Users: Advanced Features & SkillsData Visualisation using Microsoft Power BI For Intermediate UsersData Visualisation using Microsoft Power BI For BeginnersMicrosoft Excel Power Query and Power Pivot for BeginnersAdvanced Microsoft Excel 2016 Skills For Business Analysis and ReportingData Analytics and Visualisation with Python Course	(SGD) \$680 \$680 \$680 \$680 \$680 \$680 \$680 \$680	04 Jun   01 Oct 17 Jun   30 Sep   17 Dec 22 Jun   07 Sep   06 Dec 24 Jun   4 Oct 25 Jun   Sep 09 Jul   12 Nov 13 Jul   24 Nov 16 & 17 Aug   22 & 23 Nov 26 & 27 Aug   25 & 26 Nov

HRMS Code	Digital Forensics and Counter Terrorism	Fees (SGD)	Dates
AV9697	Cyber Attack & Data Breach Preparedness, Response & Compliance Workshop	\$700	9 Jul   9 Nov
-	Professional Certificate in Digital Forensics and IT Fraud Investigation	\$750	24 & 25 Jul
-	Professional Certicate in Cyber Security and Intelligence	\$750	25 & 26 Sep
-	Professional Certificate in Social Media Fraud and Online Identity Theft	\$750	13 & 14 Nov
HRMS Code	Digital Marketing & Transformation	Fees (SGD)	Dates
AV8132	Professional Certification in Integrated Digital Marketing	\$990	03 & 04 Jun   27 & 28 Sep
AV7732	Professional Certification in Google Ads (Display & Search)	\$990	09 & 10 Jun   07 & 08 Sep   16 & 17 Dec
AV0069	Professional Certification in Social Media Marketing	\$990	09 & 10 Jun   21 & 22 Sep   24 & 25 Nov
-	Design Principles for Effective Visual Communication	\$680	16 Jun   01 Oct
AV0176	Professional Certification in Content Marketing & Copywriting	\$990	17 & 18 Jun   27 & 28 Sep
AV7311	Workforce Transformation 4.0	\$680	18 Jun   07 Sep   14 Dec
AV4820	Professional Certification in Google Analytics	\$990	24 & 25 Jun   16 & 17 Sep   09 & 10 Dec
AV0531	Infographics: Unlock the Power of Visual Storytelling to Engage and Captivate Your Audiences	\$1,100	07 & 08 Jul   13 & 14 Oct
AV9340	Professional Certification in Smartphone Video Storytelling	\$990	08 & 09 Jul   20 & 21 Oct
AV7821	Introduction to Digital Transformation	\$680	16 Jul   13 Oct
AV0242	Professional Certification in Digital Storytelling	\$990	23 & 26 Jul   15 & 18 Oct
AV3383	Video Editing For Beginners	\$680	26 Jul   14 Oct
AV3628	Professional Certification in Data Driven Marketing	\$990	05 & 06 Aug   11 & 12 Nov
AV0049	Professional Certification in Search Engine Optimisation	\$990	12 & 13 Aug   18 & 19 Nov
AV7319	TikTok Marketing: How TikTok Changes The Way Brands Market on Social Media Platforms	\$680	17 Aug   30 Nov
-	Designing For Social Media Content	\$680	14 Sep   14 Dec
AV7200	The Ultimate Podcast Course: Develop & Launch A Viral Podcast	\$680	25 & 26 Nov
HRMS Code	Finance, Legal and Compliance	Fees (SGD)	Dates
AV0145	Color Accounting: Accounting For Non-Accounting Trained Executives And Professionals	\$850	22 Jun

HRMS Code	Finance, Legal and Compliance	Fees (SGD)	Dates
AV7939	2 Days Personal Data Protection Act in Singapore (Advanced Workshop)	\$1,200	24 & 25 Jun   2 & 3 Sep
AV9044	Managing Your Contract Risks for Non-Legal Professionals	\$1,200	8 & 9 Jul   18 & 19 Nov
-	Enterprise Risk Management - Governance & Risk Solutions Masterclass	\$700	9 Jul   9 Nov
AV9904	Compliance Guide to the Personal Data Protection Act (PDPA)	\$700	23 Jul   4 Oct
AV9037	Employment Law in Singapore	\$1,200	5 & 6 Aug   1 & 2 Nov
AV9042	Anti-Money Laundering and Regulatory Compliance	\$700	20 Aug   30 Nov
AV0178	Speedy Debt Recovery & Effective Credit Management	\$588	9 Sep   10 Dec
AV0285	Professional Certification for Data Protection Officer	\$1,200	14 & 15 Oct
AV0506	An Insider's Guide To Computing And Filing Goods And Services Tax (GST)	\$700	17 Nov
HRMS Code	Human Capital Management & Psychology	Fees (SGD)	Dates
AV0803	Handling Workplace Investigations & Incidents	\$880	11 Jun   22 Oct
AV0119	Workplace Conflict Resolution: Reducing and Resolving Workplace Conflict With Ease	\$588	16 Jun   1 Dec
AV0610	Professional Certificate in Organizational Psychology	\$1,200	12 & 13 Jul   18 & 19 Oct
AV0527	SMILE© Workplace Partnering Skills: How to Work Effectively with Different Types of Supervisors and Bosses	\$600	13 Jul   9 Nov
AV0830	Strategy Execution: A Competitive Differentiator	\$600	13 Jul   18 Oct
AV9039	Developing, Implementing, and Using Winning KPIs and Performance Appraisal	\$988	14 & 15 Jul   11 & 12 Nov
AV0615	Developing an Effective Employee Handbook	\$680	28 Jul   20 Oct
AV0177	Workplace Counselling and Grievance Handling Workshop	\$588	4 Aug   8 Dec
AV3005	Powerful, Painless and Proven Techniques to Deal with Difficult Colleagues and Stakeholders at Work	\$580	13 Aug   12 Nov
AV3002	The Stress Free Way to Deal with Negativity, Bad Attitude and Difficult People at Work	\$780	16 Aug   3 Nov
AV0284	Effective Stakeholder Engagement: How to Engage, Inspire and Manage Difficult Stakeholders	\$600	23 Aug
AV0549	Performance Management: Strike a Balance Between Praise and Constructive Criticism	\$600	25 Aug   26 Nov
AV0613	2-Day Positive Psychology Coaching and Mentoring Masterclass for Managers & Leaders	\$1,200	6 & 7 Sep   15 & 16 Nov
AV2003	Law of Dismissal and Termination of Employees in Singapore	\$880	17 Sep   3 Dec

HRMS Code	Leadership, Coaching and Strategy	Fees (SGD)	Dates
AV0489	Effective Problem-Solving Design Thinking and Strategic Innovation Course	\$680	17 Jun   16 Sep   16 Dec
AV9282	Winning Without Warring: Advanced Sun Tzu's Art of War Strategy for Business Leaders 4.0	\$988	24 & 25 Jun   21 & 22 Sep   16 & 17 Dec
	Applying Three Kingdom Leadership and Business Strategies	\$680	25 Jun
AV730	Powerful Keys to Effective Leadership	\$588	9 Jul   8 Oct
AV0080	Leader as Storyteller WorkshopTM: Using Storytelling to Connect, Captivate and Influence Your Audience	\$580	12 Jul   4 Oct
AV0490	Overcoming Organizational System Blindness with System Thinking for Greater Productivity	\$680	19 Jul   27 Sep   21 Dec
AV0832	Ancient Wisdom to Identifying and Grooming Promotable Managers & Leaders	\$680	22 Jul   20 Oct
-	Solution-Focused Coaching and Mentoring Strategies to Maximize Performance	\$600	23 Jul   27 Oct
AV0205	Building High Performance Teams and Winning Culture	\$598	30 Jul
AV0512	Mindful Leadership: Transforming Self and Inspiring Others	\$680	13 Aug   25 Oct
AV9007	Sun Tzu's Art of War for Success: The Complete Strategic and Leadership Insights for Business Leaders	\$988	26 & 27 Aug   25 & 26 Nov
AV0503	Dare to Lead: From Managers to Leaders	\$600	1 Sep   3 Dec
AV0034	High Impact Manager & Supervisor Training for New Managers	\$580	14 Sep
-	Aventis Professional Trainer Certification	\$2,000	8 & 11 Oct   16 & 23 Oct
HRMS Code	Personal Effectiveness and Problem Solving	Fees (SGD)	Dates
AV9045	Critical Thinking Skills: Think Creatively and Solve Problems Decisively	\$600	9 Jun   8 Sep   8 Dec
AV9734	Think Better Analytically: Ways to Build Up Everyday Analytical Thinking	\$600	14 Jun   13 Sep   3 Dec
AV0547	Manage Workplace Anger and Stress: How To Diffuse and Resolve Office Rage Constructively	\$600	23 Jun   10 Sep   8 Dec
AV0511	1 Day Workplace Mindfulness and Well-being Workshop	\$600	25 Jun   3 Sep   17 Dec
AV0834	Your Guide to Overcoming Procrastination, Self-Doubt, and Improving Self-Esteem & Confidence	\$600	28 Jun   30 Sep   21 Dec
AV8339	Agile Thinking: Work Faster, Think Clearer and Improve Your Business Agility to Meet Customers Changing Demands	\$600	28 Jun   8 Oct
AV0131	Essential Skills for Super Secretaries and Power Administrators	\$588	29 Jun   13 Oct   15 Dec
AV0543	Work Successfully with Different Enneagram Personalities	\$600	2 Jul   8 Oct

HRMS Code	Personal Effectiveness and Problem Solving	Fees (SGD)	Dates
AV9046	Delivering Constructive Feedback and Criticisms Effectively and Tactfully	\$600	6 Jul   5 Oct
AV0112	Maximizing Brain and Memory Power	\$588	6 Jul   26 Oct
AV0541	The Psychology Behind Dealing with Difficult People	\$600	7 Jul   13 Oct   3 Dec
AV0843	Social Intelligence & Empathetic Thinking: Awakening Compassion & Empathy at Work	\$600	8 Jul   3 Dec
AV0498	How to Beat Procrastination, Master Your Focus and Boost Productivity	\$588	9 Jul   8 Oct
AV0515	Mastering Microsoft Excel 2016: Basic to Intermediate Skills	\$680	15 Jul   1 Oct
AV9013	Managing Stress and Mental Wellness at Work	\$600	16 Jul   19 Nov
AV253	Enhance Workplace Performance with Self-Hypnosis	\$588	16 Jul   12 Nov
AV239	The Secrets of Interpreting Body Language Masterclass	\$588	21 Jul   7 Oct   20 Dec
AV0617	From Worrier to Warrior: How to Stop Worrying and Start Living the Life You Deserve	\$600	23 Jul   21 Oct
AV9017	Boost Your Productivity with Tony Buzan's Mind Mapping® Brain Tool	\$988	29 & 30 Jul   28 & 29 Oct   13 & 14 Dec
AV0496	Time Management Strategies: Work Life Balance	\$600	5 Aug   2 Dec
AV0550	Corporate Mental Wellness Programme	\$600	18 Aug   25 Nov
AV0788	Master the Art of Proactive Thinking and Taking Action at Work	\$588	19 Aug   2 Nov
-	EMOTIONAL AGILITY: Embrace Change and Overcome Uncertainty at Work and in Life	\$600	20 Aug   8 Dec
AV0031	Stand Up for Yourself: Developing Assertiveness Skills	\$580	10 Sep   11 Nov
AV0116	Enhance Emotional Resilience at Work	\$588	10 Sep   3 Dec
AV0781	Thinking Creatively with S.C.R.A.M.B.L.E	\$588	13 Sep
AV0623	Ikigai- Unlock the Ancient Japanese Secret to Help You Live a More Fulfilling and Purposeful Life	\$580	17 Sep   6 Dec
AV1333	Mastering Microsoft Office 2016: Tips and Tricks to Improve Your Productivity using Intermediate to Advanced Techniques	\$1,280	22 & 23 Sep   15 & 16 Dec
AV0533	Empowering Growth Mindset at Work: The New Psychology of Success	\$600	24 Sep   10 Dec
AV0387	Radiant Thinking 4.0: Think Smarter, Learn Faster and Communicate Better with Mind Maps	\$600	29 Sep
-	Aventis Professional Trainer Certification	\$2,000	8 & 11 Oct   16 & 23 Oct
AV0928	Secrets To Connect With Others: Psychological Methods To Create Bonding & Liking With People	\$600	20 Oct

## **TESTIMONIALS (FACE-TO-FACE)**



"I would recommend this course to my colleagues as the whole session is very engaging. Dr Fong provides very good insights for conflict management in psychology perspective. It gave me better insights of the root cause of conflicts and ways we can manage them."

Tai Khian Ping, Executive – Chinese Development Assistance Council

"Emma is a very good facilitator. She guided us patiently through the entire course and widen my knowledge on minutes writing. She made the course a very enjoyable and interesting one. Thank you!"

Jasmine Soo, Executive – Singapore Medical Association





"Digital Storytelling is valuable in the modern market. Bringing the traditional concept of storytelling into the digital world connects the dots for marketers and communicators looking to reach the next generation. Angeline is a wonderful teacher with an extensive line of projects in her portfolio. Thank you, Aventis and Angeline!"

Elina Lo, Comms and Development Executive – Morning Star Community Services

## **TESTIMONIALS (FACE-TO-FACE)**



"Walter is effective in explaining various tools and is open to sharing. He is managed to cover the topics well. It is recommended for people who want to know how to improve content marketing."

Peggy Goh, Senior Executive – Singapore National Co-operative Federation

"Trainer Ivan is very interactive and knowledgeable with his training program, in addition he was willing to share with us his valuable opinion on the problem we have faced in our workplace."

Teng Jin Ping, Sample Coordinator – PPD Laboratories Asia Pacific





"Sandra makes the training very interesting as she puts her heart in it by just not lecturing and reading thru the notes but by teaching the actual techniques of the topic. The course definitely help my colleagues in the work area and mine too."

Yasmeen, Senior Support Officer – Changi Airport Group



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# SELF-PACED E-LEARNING COURSES



# **SELF-PACED E-LEARNING COURSES**

### **DRIVING INNOVATION AND ACCELERATING CAREERS**

Aventis is proud to be the Official Academic Partner of Simplilearn, one of the world's leading certification provider, trusted and approved by 40+ global accreditation bodies.





### **HELPING PROFESSIONALS THRIVE & ACHIEVE SKILLS MASTERY**



### **OVER 400+ PROFESSIONAL COURSES**

Get immediate access for 90 days with our flexi-pass!

- Curriculum developed by renowned experts and aligned with 40+ accreditation bodies
- Over 1,000,000 careers fast-tracked

#### **Artificial Intelligence & Machine Learning**

Artificial Intelligence Engineer

Automation Anywhere Certified Advanced RPA Professional Training Course

Data Science with Python

Data Science with R Certification

Deep Learning with Keras and TensorFlow

Introduction to Artificial Intelligence

Introduction to IOT (Internet-of-Things)

Introduction to Robotic Process Automation

Machine Learning Certification Course

Professional Training Course

**RPA Training Using UiPath** 

#### **Cloud Computing**

AWS Developer Associate

AWS Solution Architect Certification

AWS SysOps Associate Certification

Microsoft Azure Certified Solution Architect (AZ-300)

Microsoft Certified Azure Architect Design (AZ-301)

#### **Communication & Soft Skills**

Emotional Intelligence: Different Strokes for Different Folks

**Essential Managerial Skills** 

Facebook Marketing & Advertising

KAIZEN for Continuous Improvement and Boosting Efficiency

Managing Difficult People: Turn a No into a Yes!

Mindful Leadership: Transforming Self and Inspiring Others

POWER<sup>©</sup> Skills to Supercharge your PAs and Administrators

Project Management Made Simple

Raise Your EQ with True Colors ©: The People Skills You Need to Propel You in Your Career

Storytelling in the Workplace

#### **Communication & Soft Skills**

Understanding KPI & Incorporating KPI into Performance Appraisal System

Workplace Mindfulness and Wellbeing

#### **Data Visualization & Analytics**

**Business Analysis With Excel** 

Certification of capability in business analysis (CCBA)

Introduction to Data Analytics

Power BI

SQL Training

Tableau Desktop 10 Qualified

#### Digital Marketing

A Beginner's Guide to Chatbot Marketing

Advanced PPC

Advanced SEO

Advanced Social Media

Digital Marketing Associate (DMA) Certification Course

**Digital Marketing for CXOs** 

Digital Strategy for Brand Marketing

**Digital Transformation for Leaders** 

Facebook Marketing & Advertising

Instagram Marketing & Advertising Course

Introduction to Data Analytics

MailChimp Email Marketing Course

**PPC Foundations** 

**SEO Foundations** 

Smartphone Video Storytelling Masterclass

(ITIL® Intermediate SOA (Service Offerings and Agreement)

ITIL® 4 Foundation

ITIL® Intermediate CSI (Continual Service Improvement)

#### IT Infrastructure & Architecture

ITIL® Intermediate OSA (Operational Support and Analysis)

ITIL® Intermediate PPO (Planning, Protection, and Optimization)

ITIL® Intermediate RCV (Relase, Control and Validation)

ITIL® Intermediate SD (Service Design)

ITIL® Intermediate SO (Service Operation)

ITIL® Intermediate SS (Service Strategy)

ITIL® Intermediate ST (Service Transition)

ITIL® Managing Across the Lifecycle (MALC)

ITIL® V3 Foundation

TOGAF 9.2

#### **Project Management & Quality Management**

Agile Scrum Master

CAPM<sup>®</sup>

**CBAP**®

CCBA®

Certified Scrum Master® (CSM)

Graduate Diploma in Chinese Strategic Thinking

Introduction to Project Management

Lean Management

Lean Six Sigma Black belt

Lean Six Sigma Green Belt

#### **Project Management & Quality Management**

MSP Foundation and Practitioner

PMI-ACP® Certification

PMI-PgMP®

PMI-RMP®

PMP<sup>®</sup>

PRINCE2® Foundation

PRINCE2® Foundation and Practitioner

#### Software Development

#### Angular

Automation Anywhere Certified Advanced RPA Developer

Blockchain Developer

Certified Kubernetes Administrator

Introduction to DevOps

Introduction to IoT

Java Certification

JavaScript Certification

MongoDB Developer and Administrator

Node.js

React

SalesForce Administrator and App Builder

Selenium 3.0



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# CUSTOMIZED TRAINING SOLUTIONS



# **CUSTOMIZED TRAINING SOLUTIONS**

At Aventis, we understand that the training needs of every organization are different and there is no one-size-fitsall solution available. Therefore, we pride in customizing rewarding in-house training programs for the professional development of your employees, which translates to the enhanced performance of your organization.

In order to help you implement innovative learning solutions, our team of award-winning consultants will work closely with you to creating company-specific curriculum, infusing impactful instructional elements at the right time to promote an engaging and effective learning experience.



LUNCH AND LEARN TALK

Lunch and learn is an easy way to develop and motivate employees while creating a workplace of communication, collaboration, and learning. The lunch and learn session may also cover important issues and promote an open platform of information for employees.



Learn from Award-Winning Trainers via our Online "LIVE" Stream workshops via ZOOM. Experience an interactive learning session featuring screen sharing, live discussions, as well as Q&A with trainers and other participants.

#### **ONLINE LIVE STREAM**



HALF-DAY VIRTUAL COURSES

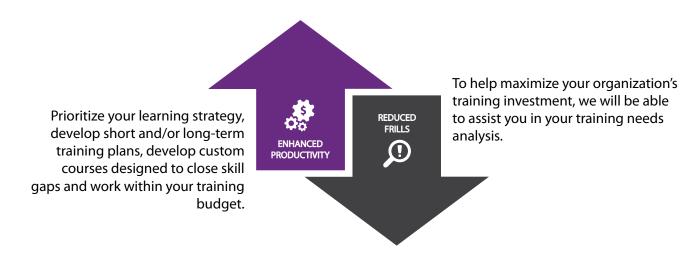
With the rise in demand for online virtual trainings in recent months, we have released a series of newly developed and highly relevant half-day courses to be equipped with the new skill sets required in current times.

- Virtual Presentation & Facilitation Skills To Engage Remote Teams Effectively
- Leading Change With Innovation In A Post-Pandemic World
- Redefining Leadership Skills For A Digital Age

# **CUSTOMIZED TRAINING SOLUTIONS**

### WHY INVEST IN CUSTOMIZED TRAINING?

Through customized tailored solutions designed to meet your organization's learning needs, your team will gain specific skill set to perform and excel in their roles.



### WHY CHOOSE AVENTIS?



#### INTERNATIONAL NETWORK OF EXPERIENCED TRAINERS & CONSULTANTS

We have an extensive network of highly experienced trainers and consultants across the Asia Pacific, Australia, the USA and UK whom are also leading authorities in their areas of expertise.



#### GAIN DIGITAL CREDENTIALS

We will issue digital credentials for you to display your competencies on the web and in your CVs.



#### REVIEW CORPORATE TRAINING SESSION THROUGH VIDEO RECORDING

After the corporate training session with us, we will provide access to the video recording of the session for your review.



#### COMPLIMENTARY TRAINING NEEDS ANALYSIS

We have experienced consultants to provide a complimentary detailed analysis to identify areas of training and development in your organization, to keep up with the fast changing trends of your industry.

### **CONTACT US**

Ms Carmen Yap

**6**720 3333

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carmen@aventistraining.com

# **TESTIMONIALS (CUSTOMIZED TRAINING)**



#### CUSTOMIZED CORPORATE RE-BRANDING WORKSHOP FOR ROYAL PLAZA ON SCOTTS

Maxine is engaging and helped us absorb information much easier. Highly recommended as the workshop helps us understand the new brand values better, and how to execute them in our daily work.

– Siti Nadiyah Zainal

Maxine's colorful ways made the training interactive, and boring is definitely not in her vocabulary. She is the epitome of passion when it comes to sending the message across. I gained a better understanding of our core values and to be one with all.

– Tiorida



#### CUSTOMIZED STRATEGIC THINKING SKILLS WORKSHOP FOR RAFFLES MEDICAL GROUP

Mr Andrew is knowledgable and has used many practical examples during the course. He has made it interesting throughout. He has helped us learn to think out of the box and diversify the ways in which we think and manage things.

– Cynthia Ko

The workshop was very informative and useful to our project and work. I learnt to be innovative, as problems may not be resolved by that single method, but through other different methods. Keep up the good work!

– Dawn Chin



### LUNCH & LEARN ON SUN TZU'S ART OF WAR FOR SUCCESS FOR PAP COMMUNITY FOUNDATION

Highly recommended. The facilitator is engaging and fun!

- Mr Lim is knowledgeable and lively in his presentation, and able to engage the audience.
- I learnt that the external environment affects business strategies. Avoid war and only choose war if you can win by peaceful means."

Strongly recommended for our ground staff to attend. Would like to attend the full day course.

### **OUR SATISFIED CLIENTS**

#### Abbott

Ams Sensors Singapore A\*STAR Advanced Remanufacturing and Technology Centre A\*STAR Institute of Microelectronics Asurion Azalea Asset Management Baiduri Bank Group (Brunei) Bank Of America Casino Regulatory Authority Changi Airport Group CTBC Bank Deloitte Down Syndrome Association Duke - NUS Medical School Fairprice Geylang Methodist School Go-Ahead Singapore GuocoLand Singapore Kaspersky Kuok (Singapore) Limited Land Transport Authority Lime Ministry of Education Ministry of Health Mizuho Bank Morning Star Community Services MSD International GmbH (Singapore) National Council of Social Service National Gallery Singapore National University of Singapore National Youth Council Netlink NBN Trust Nirsal NPS International School NTUC Income OCBC PAP Community Foundation People's Association Raffles Medical Group Ren Ci Ross Video Royal Plaza On Scotts Sentosa Development Corporation Singapore General Hospital Singapore Heart Foundation Singapore Management University Singapore Police Force Singapore Tourism Board SkillsFuture Singapore So Drama! Entertainment Stanley Black & Decker State Courts Supreme Court Symrise Asia Pacific Pte Ltd Toastmasters International Vishay Vistra Singapore World Courier Singapore Pte Ltd Wrist Far East (Singapore) Pte. Ltd.

### VIRTUAL PRESENTATION & FACILITATION SKILLS To Engage Remote Teams Effectively



# YOUR PRESENT CHALLENGE: HOW DO I ENGAGE PEOPLE THROUGH THE SCREEN?

This current pandemic has forced many businesses and individuals to push forth with digital transformation and adapt to operating virtually and remotely. This poses new business and individual challenges, and with virtual team meetings and presentations becoming the new norm, the common challenge is: How do I continue to facilitate virtual meetings and presentations effectively? And at the same time, keep my stakeholders and audience properly engaged?

# THE VIRTUAL TOOLS & TECHNIQUES YOU NEED TO ENGAGE YOUR AUDIENCE CONFIDENTLY

Through this half-day workshop, receive training from one of the Top Virtual Speakers in Asia on the techniques to deliver confident and convincing presentations with the assistance of the digital whiteboard, polls & quizzes, breakout rooms, and other functions in Zoom. Also learn the guideline on constructing an effective presentation, and useful techniques on delivery techniques including the use of tonality, eye contact, and enunciation.

#### **KEY TAKEAWAYS**

- Excel in delivering confident and convincing presentations virtually
- Overcome nerves and learn to engage and connect with your audience
- Master the tools and techniques of using Zoom, crowd-sourcing ideas virtually, polls, quizzes, digital whiteboard for more interactive and effective meetings
- Be trained by one of the top Virtual Speakers in Asia and top 15% globally

### TIKTOK MARKETING: HOW TIKTOK CHANGES The Way Brands Market on Social Media Platforms



# WONDERING IF TIKTOK MARKETING COULD WORK FOR YOUR BRAND OR ORGANISATION?

With over 800 million monthly active users, TikTok is officially the hottest new platform on the social media scene. Since its merger with Musical.ly, this social media platform has grown to become the world's 6th biggest social media platform. Probably the most significant impediment to TikTok marketing success has been that most marketers (and business managers) older than 30 have never heard of the platform.

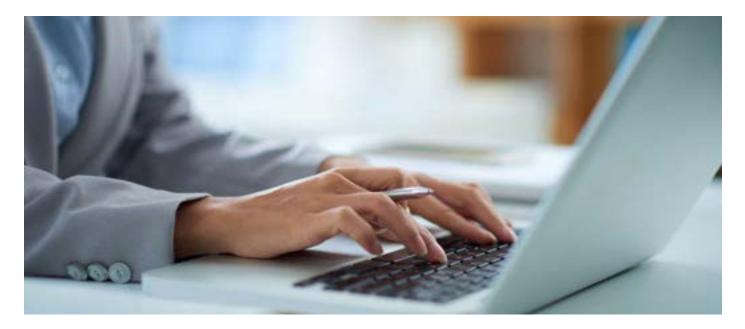
In this one-day course, you will understand the TikTok ecosystem and learn how to set-up, create content, and leverage the platform to market your brand. You will also learn tips and strategies on how to find and ride on trending challenges on TikTok. By the end of this course, you will be able to formulate your content and marketing strategy on TikTok.

#### **KEY TAKEAWAYS**

In this one-day course, you will:

- Understand the ecosystem of TikTok from a brand/ business perspective
- Identify the principles behind marketing on social media platforms
- Learn from examples and case studies of brands and influencers on TikTok
- Learn how to integrate TikTok as part of your online marketing efforts
- Formulate a content strategy on TikTok
- Learn to use TikTok Ads Manager and Business Centre
- Bonus: other media buying strategies on TikTok

### MASTERING MICROSOFT OFFICE 2016: Tips and Tricks to Improve Your Productivity using Intermediate to Advanced Techniques



#### **CONQUER YOUR DAY-TO-DAY WORK BY MASTERING MICROSOFT OFFICE** 2016!

Let's acknowledge this, while you use Microsoft Office in your day-to-day operations, you may face difficulties adjusting the perfect alignment and formatting in Microsoft Word. You waste time figuring out how Pivot Table works, and how to analyze data utilizing the different functions available in Microsoft Excel. Microsoft PowerPoint can be a pain when you are trying to prepare for an important presentation, with GREAT content, but you are unclear with how to improve the visual presentation. STOP wasting your time of trial and error, and learn how to efficiently utilise the tools to get your work done!

Note: Participants are required to bring a laptop equipped with Windows version Microsoft Office 2016 or 365 program.

#### **KEY TAKEAWAYS**

In this 2-day workshop, participants will learn how to

- Create personalized letters or emails to multiple contacts at one go
- Create and edit PDF documents in Word
- Use Flash Fill in Excel to format and copy data in a flash
- Use Quick Analysis to analyse and format data instantly
- Create multimedia photo album with PowerPoint in 15 minutes
- Create personalized custom slide show with PowerPoint

### SUN TZU'S ART OF WAR FOR SUCCESS: The Complete Strategic and Leadership Insights for Business Leaders



# THERE WAS NO GREATER WAR LEADER AND STRATEGIST THAN CHINESE MILITARY GENERAL SUN TZU

"Your present is the product of your thinking and decisions made. Change your thinking and you can change the world" is a famous saying.

However, to change for the better, you need to have the right thinking. To have the right thinking, you need to learn Sun Tzu's Art of War. The Art of War is not just about warfare, it is about the winner's mindset. It shows you how to win without a fight and how to build your power and influence so that others will willingly give in and follow your leadership. The Sun Tzu Art of War workshop is perfect for Business Leaders looking to strategise, make decisions, and lead others as a successful leader.

#### **KEY TAKEAWAYS**

- The winner mindset for thinking and decision making extended from Sun Tzu's Art of War
- The application of the Art of War for business success and sustained leadership
- The complete insights on Sun Tzu's Art of War for the design of strategies on one hand, and the leading and organizing of people for the execution on the other hand to achieve good success
- The keys to becoming a great leader
- How to build the ideal organization for an ever changing and complex world – the health and sickness of organization
- Extending the mindset for investment decision making, negotiation, relationship building and others



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# GRADUATE DIPLOMA AND MASTERS



### **GRADUATE DIPLOMA** 6 MONTHS, PART-TIME | WEEKEND STUDY BLOCK



GRADUATE DIPLOMA IN DIGITAL FORENSICS & CYBER SECURITY

The Graduate Diploma in Digital Forensics and Cyber Security aims to improve the technical capabilities of IT and Computer Science professionals. In this programme, you will learn the latest investigative and forensic techniques available to trace and track digital evidence. You will also gain a better understanding of the legal and ethical framework.



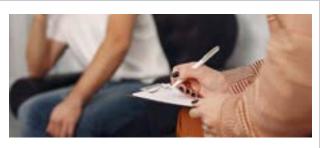
PROFESSIONAL GRADUATE DIPLOMA IN COUNTER TERRORISM & SECURITY

The Graduate Diploma in Counter Terrorism and Security seeks to improve professional standards by deepening your understanding of the history and motivators of terrorism. The programme also aims to develop your ability to critique current and anticipate future terrorist threats along with possible counter terrorism measures.



GRADUATE DIPLOMA IN ORGANIZATIONAL PSYCHOLOGY

The Graduate Diploma in Organisation Psychology explores various facets of workplace psychology and aims to provide professionals with a comprehensive framework in the use of organisational psychology in human resource management challenges and consulting in business. With organizational psychology skills, you can maximize your organization's performance, productivity and enhance the wellbeing of the employees.



GRADUATE DIPLOMA IN SOCIAL PSYCHOLOGY AND COUNSELLING

The Graduate Diploma in Social Psychology and Counselling is designed for professionals who are keen in developing a deeper understanding in social psychology and practical counselling techniques. This programme aims to provide foundational learning and develop your ability to critically evaluate the strengths and limitations of major approaches.

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### **GRADUATE DIPLOMA** 6 MONTHS, PART-TIME | ONLINE "LIVE" STREAM



GRADUATE DIPLOMA IN ARTIFICIAL INTELLIGENCE STRATEGY FOR BUSINESS (E-LEARNING)

The Graduate Diploma in Artificial Intelligence Strategy For Business aims to equip professionals with a nuanced understanding of the impact AI can have on organizations. With a focus on real-world applications that go beyond the hype and fear on what AI could mean for the future, this programme helps you recognize the opportunities and threats AI could present.



GRADUATE DIPLOMA IN DIGITAL TRANSFORMATION & INNOVATION (E-LEARNING)

The Graduate Diploma in Digital Transformation & Innovation aims to help you in future-proofing yourself, design strategies and evaluate business models that drives your organization in this thriving age of digitalization and digital transformation. This programme will equip you with the latest skills to assess how your company should evolve and transform in Digital Revolution 4.0.



GRADUATE DIPLOMA IN BUSINESS ANALYTICS & DATA STORYTELLING (E-LEARNING)

The Graduate Diploma in Business Analytics & Data Storytelling aims to address capability gaps for professionals who have some experience with analysis but are facing challenges in making an impact in the "last mile" of value in analytics. This programme is specifically designed to round up the final pieces in the analytics value chain to help organisations achieve sustainable value in analytics.



GRADUATE DIPLOMA IN DATA SCIENCE & ARTIFICIAL INTELLIGENCE (E-LEARNING)

The Graduate Diploma in Data Science & Artificial intelligence is designed to help professionals master data science, from the critical foundations to working handson with machine learning models using Python. In this programme, you will learn key statistics and probability concepts to build effective models, enhance your data interpretation skills and make well-informed decisions.

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### **GRADUATE DIPLOMA** 3 TO 6 MONTHS, PART-TIME | ONLINE "LIVE" STREAM



POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (E-LEARNING)

The Postgraduate Diploma in Business Administration aims to equip professionals with essential business skills to adapt and excel as a manager and leader. Using an immersive and supported learning model, your managerial and leadership competencies will be enhanced at a fraction of the cost and commitment of a traditional Master in Business Administration (MBA).



GRADUATE DIPLOMA IN HUMAN CAPITAL DEVELOPMENT (E-LEARNING)

This Graduate Diploma in Human Capital Development is designed to equip HR professionals & practitioners with the skill set and understanding on the "people aspect" in a business strategy. This programme equips you with the knowledge to deliver a win-win HR strategy and delivering business solutions to improve organizational fit, employee engagement and long-term business success.



GRADUATE DIPLOMA IN APPLIED POSITIVE PSYCHOLOGY AND MINDFULNESS (E-LEARNING)

The Graduate Diploma in Applied Positive Psychology and Mindfulness is a practical and stimulating programme designed for professionals with little to no knowledge in psychology, psychotherapy, or counselling. It provides foundational learning and is designed for professionals who wish to gain a deeper understanding of psychotherapy and develop practical counselling techniques.



GRADUATE DIPLOMA IN FINANCE AND INVESTMENT (E-LEARNING)

The Graduate Diploma in Finance and Investment aims to equip you with the latest investment tools and scientific statistical techniques. In this programme, you will gain a firm understanding of key financial concepts and will be able to construct, evaluate, financial products and services. You will also be able to evaluate the potential risks and performance of your investment portfolios.

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# The California State University Sacramento State, USA



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Co. Reg. No. 200700458M Period: 20 May 2021 - 19 May 2023 | \*Terms Apply



### MBA & SPECIALIZED MASTER'S PROGRAMME (9 TO 12 MONTHS PART TIME)

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Human Resources

**Business Administration** 

International Management

**Applied Project Management** 

Counselling & Psychotherapy







- Marketing
  - Counter Terrorism
  - IT Management
  - Cyber Security
  - Finance

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# **Refer Friends and be REWARDED<sup>\*</sup>**.

Spread the good word and help you friends make the right choice.

Refer your friend and be rewarded with up to \$300 cash for each approved applications. Other attractive prizes include \$\$300 Capital Mall Vouchers and the latest iPAD Air 2! Because friendship is never anything but sharing.

To find out more, talk to us!

### Call or SMS us for more details





\*The above Friends-Refer-Friends Scheme quantum is only for higher education courses and term and conditions are effective as at 1 November 2014. Aventis reserves the right to amend any terms and conditions pertaining to this scheme.

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