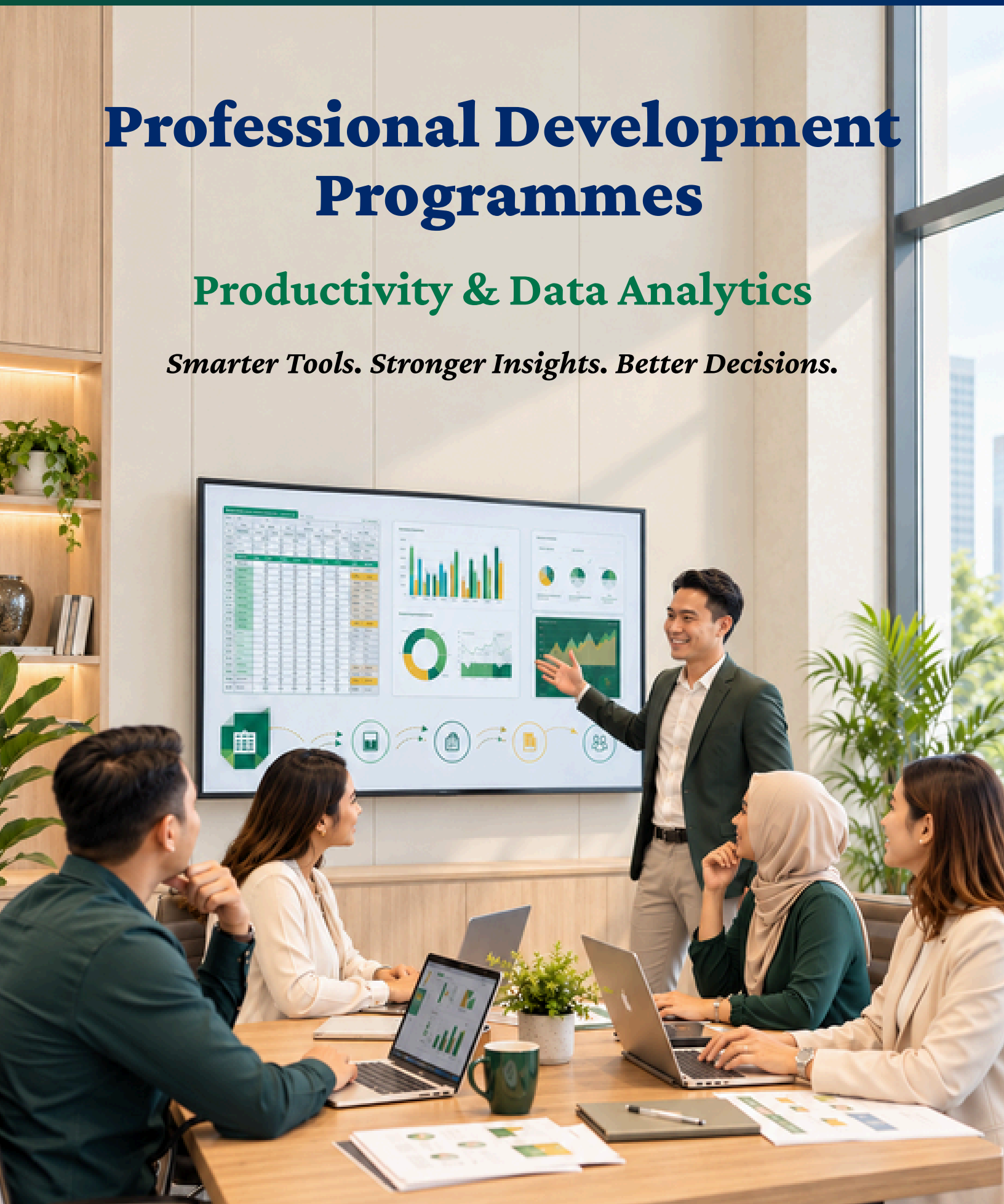


Professional Development Programmes

Productivity & Data Analytics

Smarter Tools. Stronger Insights. Better Decisions.



Beginner Excel

Data Analytics & Business Insights

Build essential Excel skills and turn data into clear, actionable business insights.



Weekday Intake
5th–6th October 2026



Weekend Intake
7th– 8th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Practical Excel skills you can use at work



Build confidence with essential Microsoft Excel tools



Organise and structure data using Excel best practices



Apply key formulas and functions for everyday work tasks



Prepare data for analysis through sorting, filtering and formatting



Use logical, text and date functions confidently



Create basic charts and complete a hands-on capstone exercise

Who Is It For



Working Professionals
Build confidence using Excel at work



Business Users
Manage data, reports and spreadsheets



Excel Beginners
Develop practical skills from the basics



Future Data Users
Build a foundation in data analytics



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Intermediate Excel

Data Analytics & Business Insights

Advance your Excel skills to analyse, summarise and present data more effectively.



Weekday Intake
2nd–3rd November 2026



Weekend Intake
28th–29th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Intermediate Excel skills you can use at work



Apply intermediate Excel functions for everyday analysis



Use PivotTables and PivotCharts to summarise data



Improve data quality with validation and conditional formatting



Use XLOOKUP, VLOOKUP and HLOOKUP functions confidently



Manage large datasets with advanced sorting and filtering



Create reports using PivotCharts, slicers and dashboards.

Who Is It For



Working Professionals
Strengthen Excel capabilities for workplace analysis



Business Users
Analyse data, reports and operational information



Intermediate Excel Users
Progress beyond foundational Excel functions



Data & Reporting Users
Build stronger reporting and visualisation capabilities



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Advanced Excel

Data Analytics & Business Insights

Build advanced Excel skills for smarter analysis and automation.



Weekend Intake
25th–26th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Advanced Excel for smarter data analysis.



Build data models and perform analysis using Power Pivot



Use DAX functions for calculated columns and measures



Create advanced PivotTables with KPIs, timelines and slicers



Develop interactive dashboards with dynamic charts and controls



Automate tasks using dynamic arrays and Office Scripts



Analyse data distributions and relationships for deeper insights

Who Is It For



Working Professionals
Strengthen advanced Excel skills for workplace analysis



Business Users
Analyse data, reports and visualisations



Advanced Excel Users
Build stronger modelling and reporting capabilities



Data & Reporting Users
Improve dashboards and decision-making skills



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Power BI for Beginners

Data Analytics & Interactive Dashboards

Transform data into clear, interactive insights with Power BI.



Weekday Intake
14th–15th October 2026



Weekend Intake
14th–15th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Practical Power BI skills you can use at work



Build confidence with essential Power BI tools



Import and organise data from Excel and CSV files



Create clear charts and visual reports for business use



Analyse data using filters, slicers and drill-down features



Use basic measures and conditional formatting confidently



Build an interactive dashboard through a hands-on capstone exercise

Who Is It For



Working Professionals
Build confidence using Power BI at work



Business Users
Analyse data, reports and dashboards



Power BI Beginners
Learn practical skills from the basics



Aspiring Data Analysts
Build dashboard and reporting skills



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Intermediate Power BI

Interactive Reporting

Transform data, apply DAX and build interactive dashboards.



Intake
20th–21st October 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Smarter Power BI analysis



Clean and transform data using Power Query



Merge, append, pivot and reshape datasets



Build data models with table relationships



Create DAX measures for business calculations



Design dashboards with slicers and drill-through



Add bookmarks, buttons and report navigation

Who Is It For



Working Professionals
Strengthen Power BI skills for workplace reporting



Business Users
Analyse and visualise business data



Power BI Users
Advance modelling and DAX capabilities



Data & Reporting Users
Build interactive dashboards for better decisions



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Advanced Power BI

Enterprise Analytics

Build advanced models, apply DAX and secure reports.



Weekend Intake
18th–19th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Enterprise Power BI solutions



Build scalable data models for enterprise reporting



Configure advanced data relationships



Manage reports through Power BI Service



Develop advanced DAX and time-intelligence calculations



Implement secure access using row-level security



Apply governance and deployment best practices

Who Is It For



Power BI Users
Advance modelling and analytical skills



Data & Reporting Users
Build scalable reports and data models



Business Professionals
Develop secure enterprise analytics and reporting



Analysts & Decision-Makers
Strengthen governance and deployment capabilities



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Claude Cowork Demystified

Workplace AI & Workflow Automation

Build AI skills to automate files, documents and recurring tasks.



Weekday Intake

16th–17th November 2026



Weekend Intake

17th–18th October 2026



Time

9:00 AM – 5:00 PM



Duration

2 Days

What You Will Learn

Practical Claude Cowork skills you can use at work



Understand Claude Cowork and how it differs from chat



Set up Cowork safely with folder access permissions



Organise, find and convert files using Claude Cowork



Create Word, Excel, PowerPoint and PDF deliverables efficiently



Build research-to-deliverable workflows using connectors and skills



Create scheduled tasks and recurring workflows with Cowork

Who Is It For



Working Professionals

Automate everyday files and workplace tasks



Executives & Managers

Improve productivity across everyday work processes



Admin & Operations Teams

Simplify recurring files, documents and workflows



Non-Technical Users

Use workplace AI confidently without coding



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Google Gemini Applied

AI Productivity & Workflow Automation

Build practical Gemini skills for smarter research, documents and automation.



Weekday Intake
11th–12th November 2026



Weekend Intake
24th–25th October 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Practical Gemini skills for workplace productivity



Build custom Gems for repetitive workplace tasks



Apply structured prompts for clearer AI outputs



Analyse large document sets using Gemini



Create documents, summaries and presentations with Gemini



Automate research using Google Workspace Extensions



Apply responsible AI and data safety practices

Who Is It For



Working Professionals
Build practical Gemini skills for productivity



Business Users
Automate research, documents and daily tasks



Admin & Operations
Simplify files, research and communication workflows



Non-Technical Users
Use Gemini confidently without coding experience



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