

Professional Development Programmes

Future-Ready Skills for Today's Workplace

Build practical skills to strengthen performance, productivity and workplace impact.



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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AI-Powered Social Content

Create Videos, Visuals & Campaigns

Build AI skills to plan, create, edit and publish engaging social content.



Weekday Intake
12th–13th October 2026



Weekend Intake
10th–11th October 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Build AI-powered content skills



Develop strategies using audiences, pillars and objectives



Generate ideas, hooks and scripts using AI



Create platform-ready visuals with text-to-image AI tools



Produce short-form videos from text and images



Plan content using storyboards and shot lists



Edit, repurpose and schedule content across platforms

Who Is It For



Marketing Teams
Plan audience-focused campaigns and content



Social Media Executives
Create platform-ready content more efficiently



Content Creators & Educators
Produce engaging visual and video content



Entrepreneurs & SMEs
Build consistent content for business growth



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Canva for Professionals

Design with Confidence

Build practical Canva skills for professional workplace design.



Weekday Intake
22nd October 2026



Weekend Intake
28th November 2026



Time
9:00 AM – 5:00 PM



Duration
1 Day

What You Will Learn

Practical Canva skills for workplace design



Create clear, professional layouts using core design principles



Navigate the Canva interface with confidence



Build polished title and structured content slides



Create custom graphs, callouts and functional QR codes



Design structured multi-page booklets with strong hierarchy



Export presentations and booklets in multiple formats

Who Is It For



Adult Learners
Build practical Canva and layout design skills



Working Professionals
Create polished presentations and workplace visuals



Students & Graduates
Strengthen design and communication skills



Creative & Business Users
Create professional visual content



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Speak to Influence

Craft with Purpose. Deliver with Impact.

Build practical speaking skills for confident workplace communication.



Weekday Intake
27th–28th October 2026



Weekend Intake
21st–22nd November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Build persuasive speaking skills



Structure speeches using the 5Ts Blueprint



Apply the TKEPL Persuasive Communication Framework



Develop content using the Diamond Method



Strengthen delivery through the VOICE System



Refine persuasive speeches using AI tools



Apply coaching feedback to strengthen delivery

Who Is It For



Executives & Professionals
Present ideas and recommendations persuasively



Managers & Supervisors
Lead discussions with clarity and confidence



Team Leaders
Influence teams and inspire action



Business Owners
Pitch proposals with credibility and impact



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Video Marketing with AI

Produce with Confidence

Build practical AI video skills for professional marketing content.



Weekday Intake
4th–5th November 2026



Weekend Intake
14th–15th November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Practical Canva skills for workplace design



Understand the AI video landscape



Apply composition, framing, shot types and angles



Write structured prompts for videos



Generate text and image-based videos



Plan storyboards and video structures



Edit, enhance and export publish-ready videos

Who Is It For



Marketing Professionals

Build practical AI video marketing skills



Entrepreneurs & SMEs

Strengthen professional video production



Content Creators

Create polished marketing videos



Creative Teams

Improve planning, editing and production



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Quality Sales Leads

Meta & TikTok Ads Masterclass

Build campaigns that turn quality leads into sales.



Weekday Intake
18th–19th November 2026



Weekend Intake
21st–22nd November 2026



Time
9:00 AM – 5:00 PM



Duration
2 Days

What You Will Learn

Turn quality leads into sales.



Define your target audience and create a compelling offer



Produce engaging advertising visuals and copy



Build a WhatsApp Leads campaign using Meta Ads



Manage leads and follow up effectively through WhatsApp



Build a TikTok Ads campaign linked to the Blue Bag



Monitor, optimise, scale and retarget your campaigns

Who Is It For



Entrepreneurs & SME Owners
Generate quality leads and increase sales



Marketing & Sales Executives
Build effective advertising campaigns



Business Development Teams
Improve lead generation and follow-up



Online Sellers
Drive customers from TikTok to purchase



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