

ABU DHABI

DUBAI

COURSE	DURATION	JAN	FEB	MAR	APR	MAY	JUN
<b>MANAGEMENT AND LEADERSHIP</b>							
Leadership Skills ilm	4 Days	6-9	2-5		6-9		1-4
Management Skills ilm	4 Days	6-9		2-5		4-7	1-4
Supervisory Management Skills ilm	3 Days		4-6		7-9	3-5	28-30
Strategic Thinking, Planning and Implementation	4 Days	19-22		23-26		17-20	
Teambuilding and Leadership Skills	3 Days	12-14	11-13		28-30	10-12	
High Performance Teams ilm new	3 Days		9-11		12-14		
Problem Solving and Decision Making	3 Days	14-16	18-20			19-21	7-9
Managing Change ilm	3 Days	21-23		8-10			16-18
Effective Planning and Organising	2 Days	22-23	16-17		12-13		7-8
Event Management	2 Days	26-27	23-24				
Cultural Awareness	2 Days	5-6		18-19	1-2		21-22
<b>PROJECT MANAGEMENT</b>							
Project Management ilm	3 Days		4-6	29-31		3-5	28-30
Managing Projects using MS Project	2 Days	8-9		15-16		20-21	
<b>SUPPLY CHAIN MANAGEMENT</b>							
Fundamentals of Supply Chain Management	3 Days	19-21		1-2			9-11
Managing Contracts	3 Days		11-13	24-26		5-7	
Purchasing Management	3 Days	28-30			5-7	12-14	
Certificate in Supply Chain and Operations Management new	5 Days		23-27				21-25
<b>HUMAN RESOURCES MANAGEMENT</b>							
HR Skills ilm	3 Days	14-16	9-11		14-16	17-19	
Training Needs Analysis ilm	2 Days	5-6		11-12	5-6		14-15
Train the Trainer ilm	3 Days	19-21	18-20	15-17	21-23	10-12	28-30
Competency Based Interviewing Skills	2 Days		23-24	25-26		6-7	1-2
Writing Effective Policies and Procedures	2 Days	29-30		29-30	1-2		17-18
<b>FINANCE</b>							
Finance for the Non-Financial Managers ilm	3 Days	5-7		3-5	19-21		14-16
Basic Accounting	3 Days	12-14	4-6		19-21	3-5	
Advanced Accounting	3 Days	26-28		8-10		3-5	
Effective Budgeting and Cost Control	3 Days	12-14	16-18		7-9		28-30
<b>SALES AND MARKETING</b>							
Successful Selling Skills	3 Days	19-21	16-18		26-28	12-14	
Advanced Sales Techniques	3 Days	21-23	11-13		12-14	12-14	
Negotiation Skills ilm	3 Days	7-9	23-25		5-7	17-19	
Advanced Negotiation Skills	3 Days		25-27	17-19		19-21	28-30

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COURSE	DURATION	JAN	FEB	MAR	APR	MAY	JUN
<b>CUSTOMER SERVICE</b>							
Customer Service ilm	2 Days	5-6	2-3		26-27	3-4	
Telephone Etiquette ilm	2 Days	12-13	2-3		1-2	6-7	
<b>ADMINISTRATION</b>							
Office Management and Administrative Skills ilm	3 Days	21-23	9-11	15-17	15-16	10-12	23-25
SELECT Executive Assistants ilm new	5 Days	12-16	2-6				7-11
<b>BUSINESS WRITING</b>							
Business Writing Skills ilm	2 Days	19-20	9-10			13-14	21-22
Advanced Business Writing Skills	2 Days	15-16		15-16		17-18	24-25
Report Writing ilm	2 Days	22-23	19-20		8-9	20-21	
Technical Report Writing ilm	2 Days	26-27	26-27	25-26		6-7	3-4
Professional Business Communications Skills ilm new	3 Days	12-14	23-25		12-14	3-5	
<b>COMMUNICATION</b>							
Interpersonal and Communication Skills ilm	3 Days	5-7	4-6	29-31	19-21		9-11
Presentation Skills ilm	3 Days	14-16	11-13	10-12	26-28	3-5	14-16
The Art of Speaking and Presenting at International Conferences ilm	3 Days	7-9	23-25			5-7	14-16
Communication with Emotional Intelligence ilm new	3 Days		27-25	24-26		19-21	28-30
Communication and Confidence Building ilm new	3 Days	28-30	16-18		26-28	19-21	
<b>SELF DEVELOPMENT</b>							
Emotional Intelligence ilm	2 Days	15-16	12-13		1-2	3-4	
Assertiveness Skills	2 Days	19-20	23-24		19-20	13-14	
Time and Stress Management	2 Days		5-6	4-5		20-21	24-25
<b>MICROSOFT TRAINING</b>							
Microsoft® Office	3 Days						
Microsoft® Word – Basic, Intermediate and Advanced	2 Days						
Microsoft® Excel – Basic, Intermediate and Advanced	2 Days						
Microsoft® PowerPoint – Basic, Intermediate and Advanced	2 Days						
Microsoft® Outlook	2 Days						
Microsoft® Visio	2 Days						
ITIL (Information Technology Infrastructure Library)	2 Days						
Data Analysis using Excel	2 Days						
Microsoft Excel Macros	2 Days						
Developing Dashboards	2 Days						
Business Intelligence new	3 Days						
Artificial Intelligence new	2 Days						

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COURSE	DURATION	JUL	AUG	SEP	OCT	NOV	DEC
<b>MANAGEMENT AND LEADERSHIP</b>							
Leadership Skills ilm	4 Days		10-13	6-9		2-5	6-9
Management Skills ilm	4 Days		9-12	7-10	4-7	1-4	
Supervisory Management Skills ilm	3 Days		25-27	27-29		24-26	27-29
Strategic Thinking, Planning and Implementation	4 Days	26-29	24-27		25-28	22-25	14-17
Teambuilding and Leadership Skills	3 Days	7-9		22-24	18-20		22-24
High Performance Teams ilm	3 Days	7-9	23-25		13-15	8-10	
Problem Solving and Decision Making	3 Days		16-18	13-15		8-10	27-29
Managing Change ilm	3 Days	12-14			11-13	3-5	
Effective Planning and Organising	2 Days	1-2		2-3		1-2	9-10
Event Management	2 Days	1-2	30-31		21-22		20-21
Cultural Awareness	2 Days		23-24	23-24		11-12	23-24
<b>PROJECT MANAGEMENT</b>							
Project Management ilm	3 Days		9-11	27-29		17-19	6-8
Managing Projects using MS Project	2 Days	15-16			14-15	15-16	
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Certificate in Supply Chain and Operations Management new	5 Days			13-17			6-10
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