

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

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

new - New courses **ilm** - ILM endorsed and development programmes

All of our courses can be tailored and delivered as In-House Programmes in English or Arabic

OUR PARTNERS



WHY SELECT?

- 55,000+ learners
 - qualified trainers
 - several thousand training hours
 - English and Arabic delivery
 - 6,000+ satisfied clients
 - innovative customer focus
 - international certification
- www.selecttraining.ae

ABU DHABI

Tel: +971 2 674 0340 Fax: +971 2 674 3554
 P.O. Box 44705, Abu Dhabi, U.A.E.
 info@selectgroup.ae

DUBAI

Tel: +971 4 256 6414 Fax: +971 4 256 6424
 P.O. Box 334058, Dubai, U.A.E.
 info@selectgroup.ae

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

COURSE	DURATION	JUL	AUG	SEP	OCT	NOV	DEC
ADMINISTRATION							
Office Management and Administrative Skills ilm	3 Days	13-15			12-14		
SELECT Executive Assistants ilm new	5 Days			12-16			12-16
BUSINESS WRITING							
Business Writing Skills ilm	2 Days	28-29			20-21		
Advanced Business Writing Skills	2 Days		29-30			14-15	
Report Writing ilm	2 Days		11-12				15-16
Technical Report Writing ilm	2 Days			19-20		3-4	
COMMUNICATION							
Interpersonal and Communication Skills ilm	3 Days		17-19		10-12		
Presentation Skills ilm	3 Days			26-28		16-18	
The Art of Speaking and Presenting at International Conferences ilm	3 Days		10-12				28-30
Communication with Emotional Intelligence ilm new	3 Days			14-16			7-9
Communication and Confidence Building ilm new	3 Days	6-8			5-7		
SELF DEVELOPMENT							
Emotional Intelligence ilm	2 Days		15-16		10-11		
Assertiveness Skills	2 Days	14-15				28-29	
Time and Stress Management	2 Days			29-30			15-16
MICROSOFT TRAINING							
Microsoft® Office	3 Days	4-6			19-21		
Microsoft® Word - Basic	2 Days	28-29			6-7		
Microsoft® Word - Intermediate	2 Days		1-2			7-8	
Microsoft® Word - Advanced	2 Days			8-9			19-20
Microsoft® Excel – Basic	2 Days	21-22			24-25		
Microsoft® Excel - Intermediate	2 Days		11-12			3-4	
Microsoft® Excel - Advanced	2 Days			15-16			22-23
Microsoft® PowerPoint – Basic	2 Days	25-26			6-7		
Microsoft® PowerPoint - Intermediate	2 Days		29-30			14-15	
Microsoft® PowerPoint - Advanced	2 Days			12-13			8-9
Microsoft® Outlook	2 Days	21-22			24-25		
Microsoft® Visio	2 Days		18-19			10-11	
ITIL (Information Technology Infrastructure Library)	2 Days			29-30			12-13
Data Analysis using Excel	2 Days	7-8			10-11		
Microsoft® Excel Macros	2 Days		8-9			24-25	
Developing Dashboards	2 Days	13-14					5-6
Business Intelligence	2 Days			19-20		28-29	
Artificial Intelligence	2 Days	18-19			13-14		

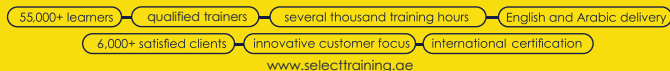
new - New courses **ilm** - ILM endorsed and development programmes

All of our courses can be tailored and delivered as In-House Programmes in English or Arabic

OUR PARTNERS



WHY SELECT?



www.selecttraining.ae

ABU DHABI

Tel: +971 2 674 0340 Fax: +971 2 674 3554
P.O. Box 44705, Abu Dhabi, U.A.E.
info@selectgroup.ae

DUBAI

Tel: +971 4 256 6414 Fax: +971 4 256 6424
P.O. Box 334058, Dubai, U.A.E.
info@selectgroup.ae