



Training Schedule
January to December 2010

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January						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
New year	01-Jan-10					
Accounting and Finance for Non-finance staff	10-Jan-10	13-Jan-10	4	Dubai	2,750	English
Training Management	10-Jan-10	12-Jan-10	3	Dubai	2,500	Arabic
Effective Public Relation	19-Jan-10	21-Jan-10	3	Dubai	2,250	English
Train the Trainer - Certification	17-Jan-10	27-Jan-10	10	Kuwait	5,500	Arabic
Time Management	24-Jan-10	26-Jan-10	3	Dubai	1,750	Arabic
HBDI Conference Seminar	31-Jan-10	31-Jan-10	1	Dubai	220	Bilingual
February						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
HRD Management	31-Jan-10	03-Feb-10	4	Dubai	2,250	Arabic
Essential Management Skills	31-Jan-10	02-Feb-10	3	Dubai	1,750	Arabic
Performance Measure	07-Feb-10	09-Feb-10	3	Dubai	1,750	Arabic
Negotiation Skills and Conflict Resolution	07-Feb-10	10-Feb-10	4	Dubai	2,250	Arabic
Train the Trainer - Certification	13-Feb-10	18-Feb-10	6	Dubai	4,500	Arabic
The Hiring Process: Recruitment, Selection and Interview	14-Feb-10	17-Feb-10	4	Dubai	2,250	Arabic
The 7 Quality Tools	21-Feb-10	23-Feb-10	3	Dubai	1,750	Arabic
HBDI Certification	21-Feb-10	22-Feb-10	2	Dubai	3,000	Arabic
Decision Making for Leaders - Certification	23-Feb-10	25-Feb-10	3	Dubai	3,000	Arabic
Prophit Mohammed (PBUH) birthday	26-Feb-10					
March						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Sales Management	28-Feb-10	04-Mar-10	5	Dubai	3,150	English
Strategic Management	28-Feb-10	3-Mar-10	4	Dubai	2,250	Arabic
The Big Five Personality Seminar	3-Mar-10	3-Mar-10	1	Dubai	150	Arabic
Six Sigma Green Belt	7-Mar-10	11-Mar-10	5	Dubai	3,150	Bilingual
Technical Writing for Admin, PA and Secretaries	7-Mar-10	10-Mar-10	4	Dubai	2,250	Arabic
Legal Contracts Management	14-Mar-10	17-Mar-10	3	Dubai	1,750	Arabic
PAS 1 Discover Your Learning Style - Certification	14-Mar-10	16-Mar-10	3	Dubai	3,000	Arabic
Leadership Skills	21-Mar-10	23-Mar-10	3	Dubai	1,750	Arabic
Train the Trainer - Certification	20-Mar-10	31-Mar-10	10	Riyadh	5,500	Arabic
Project Management for Managers	28-Mar-10	31-Mar-10	4	Dubai	2,250	Arabic
April						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
PAS 1 Discover Your Learning Style - Certification	3-Apr-10	5-Apr-10	3	Riyadh	3,000	Arabic
Time Management	4-Apr-10	7-Apr-10	4	Dubai	2,750	English
Training Management	11-Apr-10	13-Apr-10	3	Dubai	2,500	Arabic
Mind Mapping	11-Apr-10	14-Apr-10	4	Dubai	2,250	Arabic
Essential Management Skills	18-Apr-10	20-Apr-10	3	Dubai	2,250	English
HRD Management	18-Apr-10	21-Apr-10	4	Dubai	2,750	English
NLP Seminar (What is New in NLP)	21-Apr-10	21-Apr-10	1	Dubai	160	Arabic
Accounting and Finance for Non-finance staff	25-Apr-10	28-Apr-10	4	Dubai	2,250	Arabic
PAS 2 Discover Your Behaviour - Certification	24-Apr-10	26-Apr-10	3	Dubai	4,000	Arabic
PAS 3 Discover Your Personality - Certification	27-Apr-10	29-Apr-10	3	Dubai	3,500	Arabic

May						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Project Management PMP Prep	2-May-10	6-May-10	5	Dubai	3,800	English
Change Management	2-May-10	5-May-10	4	Dubai	2,750	English
HBDI Certification	9-May-10	10-May-10	2	Dubai	3,000	English
Sales Management	9-May-10	13-May-10	5	Dubai	2,550	Arabic
Train the Trainer - Certification	15-May-10	20-May-10	6	Dubai	4,500	Arabic
Strategic Management	16-May-10	19-May-10	4	Dubai	2,750	English
NLP For Leaders	23-May-10	26-May-10	4	Dubai	2,250	Arabic
Excellent Customer Service	23-May-10	26-May-10	4	Dubai	2,250	Arabic
PAS 2 Discover Your Behaviour - Certification	29-May-10	31-May-10	3	Riyadh	4,000	Arabic
Performance Measure	30-May-10	1-Jun-10	3	Dubai	2,250	English
Meeting Management	30-May-10	1-Jun-10	3	Dubai	1,750	Arabic
June						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Training Management	06-Jun-10	08-Jun-10	3	Dubai	2,500	English
Leadership Skills	13-Jun-10	15-Jun-10	3	Dubai	2,250	English
The Hiring Process: Recruitment, Selection and Interview	13-Jun-10	16-Jun-10	4	Dubai	2,750	English
The 7 Quality Tools	20-Jun-10	22-Jun-10	3	Dubai	2,250	English
21st Century Management	20-Jun-10	24-Jun-10	5	Dubai	3,000	Arabic
Negotiation Skills and Conflict Resolution	27-Jun-10	30-Jun-10	4	Dubai	2,750	English
Technical Writing for Admin, PA and Secretaries	27-Jun-10	30-Jun-10	4	Dubai	2,750	English
Legal Contracts Management	06-Jun-10	09-Jun-10	4	Dubai	2,750	English
Six Sigma: An Introduction Seminar	09-Jun-10	09-Jun-10	1	Dubai	150	Bilingual
July						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Train the Trainer - Certification	02-Jul-10	12-Jul-10	10	Damascus	5,500	Arabic
HRD Management	04-Jul-10	07-Jul-10	4	Dubai	2,250	Arabic
Effective Public Relations	11-Jul-10	13-Jul-10	3	Dubai	1,750	Arabic
Accounting and Finance for Non-finance staff	18-Jul-10	21-Jul-10	4	Dubai	2,750	English
Etiquette & Protocol Skills	18-Jul-10	21-Jul-10	4	Dubai	2,250	Arabic
AutoDM - Certification	17-Jul-10	20-Jul-10	4	Riyadh	3,000	Arabic
HBDI Certification	20-Jul-10	21-Jul-10	2	Riyadh	2,500	Arabic
Change Management	25-Jul-10	28-Jul-10	4	Dubai	2,750	English
Sales Management	25-Jul-10	28-Jul-10	4	Dubai	2,750	English
August						
Ramadan	11-Aug-10					
September						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Eid El Fitr	10-Sep-10					
PAS Seminar	18-Sep-10	18-Sep-10	1	Dubai	300	Arabic
21st Century Management	19-Sep-10	23-Sep-10	5	Dubai	3,000	Arabic
Meeting Management	19-Sep-10	21-Sep-10	3	Dubai	2,250	English
Mind Mapping	19-Sep-10	22-Sep-10	4	Dubai	2,750	English
Excellent Customer Service	26-Sep-10	29-Sep-10	4	Dubai	2,750	English
Strategic Management	26-Sep-10	29-Sep-10	4	Dubai	2,250	Arabic

October						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
PAS 2 Discover Your Behaviour - Certification	02-Oct-10	4-Oct-10	3	Dubai	4,000	Arabic
Effective Public Relations	03-Oct-10	5-Oct-10	3	Dubai	2,250	English
PAS 3 Discover Your Personality - Certification	05-Oct-10	7-Oct-10	3	Dubai	3,500	Arabic
Project Management for Managers	10-Oct-10	13-Oct-10	4	Dubai	2,250	Arabic
Train the Trainer - Certification	16-Oct-10	21-Oct-10	6	Dubai	4,500	English
Leadership Skills	17-Oct-10	19-Oct-10	3	Dubai	1,750	Arabic
Accounting and Finance for Non-finance staff	17-Oct-10	20-Oct-10	4	Dubai	2,250	Arabic
The Hiring Process: Recruitment, Selection and Interview	24-Oct-10	27-Oct-10	4	Dubai	2,250	Arabic
Performance Measure	24-Oct-10	26-Oct-10	3	Dubai	1,750	Arabic
Decision Making using AHP - Seminar	27-Oct-10	27-Oct-10	1	Dubai	150	Arabic
GITEX	18-Oct-10					
November						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
The 7 Quality Tools	31-Oct-10	2-Nov-10	3	Dubai	1,750	Arabic
HRD Management	31-Oct-10	3-Nov-10	4	Dubai	2,250	Arabic
HBDI Certification	2-Nov-10	3-Nov-10	2	Dubai	3,000	Arabic
Six Sigma Green Belt	07-Nov-10	11-Nov-10	5	Dubai	3,150	English
Excellent Customer Service	07-Oct-10	10-Oct-10	4	Dubai	2,250	Arabic
Negotiation Skills and Conflict Resolution	07-Oct-10	10-Oct-10	4	Dubai	2,250	Arabic
Etiquette & Protocol Skills	07-Nov-10	10-Nov-10	4	Dubai	2,250	Arabic
Eid El Adha	16-Nov-10					
Legal Contracts Management	21-Oct-10	24-Oct-10	4	Dubai	2,250	Arabic
NLP For Leaders	21-Nov-10	24-Nov-10	4	Dubai	2,250	Arabic
Technical Writing for Admin, PA and Secretaries	28-Nov-10	30-Nov-10	3	Dubai	1,750	Arabic
Decision Making for Leaders - Certification	28-Nov-10	30-Nov-10	3	Dubai	3,000	Arabic
December						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
PAS1 Discover Your Learning Styles - Certification	05-Dec-10	07-Dec-10	3	Dubai	3,000	Arabic
Essential Management Skills	05-Dec-10	07-Dec-10	3	Dubai	1,750	Arabic
Project Management PMP Prep	05-Dec-10	09-Dec-10	5	Dubai	3,800	English
Strategic Management	12-Dec-10	15-Dec-10	4	Dubai	2,250	Arabic
Train the Trainer - Certification	11-Dec-10	16-Dec-10	6	Dubai	4,500	Arabic
PAS 3 Discover Your Personality - Certification	18-Dec-10	20-Dec-10	3	Riyadh	3,500	Arabic
Time Management	19-Dec-10	22-Dec-10	3	Dubai	1,720	Arabic
Effective Public Relations	19-Dec-10	21-Dec-10	3	Dubai	1,750	Arabic
Sales Management	26-Dec-10	30-Dec-10	5	Dubai	2,550	Arabic
Training Management	26-Dec-10	28-Dec-10	3	Dubai	2,500	Arabic