



Training Schedule  
January to December 2010

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<b>January</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
<b>New year</b>	<b>01-Jan-10</b>					
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	1,750	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
<b>February</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
HRD Management	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 Skills	14-Feb-10	17-Feb-10	4	Dubai	2,250	Arabic
Project Management PMP Prep	28-Feb-10	04-Mar-10	5	Dubai	3,800	English
<b>Prophet Mohammed (PBUH) birthday</b>	<b>26-Feb-10</b>					
<b>March</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Strategic Management	28-Feb-10	03-Mar-10	4	Dubai	2,250	Arabic
The Big Five Personality Seminar	21-Mar-10	21-Mar-10	1	Dubai	150	Arabic
Six Sigma Green Belt	07-Mar-10	11-Mar-10	5	Dubai	3,150	Bilingual
Technical Writing for Admin, PA and Secretaries	07-Mar-10	10-Mar-10	4	Dubai	2,250	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
Project Management for Managers	28-Mar-10	31-Mar-10	4	Dubai	2,250	Arabic
HBDI Certification	30-Mar-10	31-Mar-10	2	Dubai	3,000	Arabic
<b>April</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Tender Management and Contract Formulation	03-Apr-10	07-Apr-10	5	Dubai	2,500	Arabic
Time Management	04-Apr-10	07-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
<b>May</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
Project Management PMP Prep	02-May-10	06-May-10	5	Dubai	3,800	English
Change Management	02-May-10	05-May-10	4	Dubai	2,750	English
HBDI Certification	09-May-10	10-May-10	2	Dubai	3,000	English
Sales Management	09-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
Performance Measure	30-May-10	01-Jun-10	3	Dubai	2,250	English
Meeting Management	30-May-10	01-Jun-10	3	Dubai	1,750	Arabic
<b>June</b>						
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 Skills	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

<b>July</b>						
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
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
<b>August</b>						
<b>Ramadan</b>	<b>11-Aug-10</b>					
<b>September</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
<b>Eid El Fitr</b>	<b>10-Sep-10</b>					
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
<b>October</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
PAS 2 Discover Your Behaviour - Certification	02-Oct-10	04-Oct-10	3	Dubai	4,000	Arabic
Effective Public Relations	03-Oct-10	05-Oct-10	3	Dubai	2,250	English
PAS 3 Discover Your Personality - Certification	05-Oct-10	07-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 Skills	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
<b>GITEX</b>	<b>18-Oct-10</b>					
<b>November</b>						
Course	Start Date	End Date	Days	Location	Fees (\$)	Language
The 7 Quality Tools	31-Oct-10	02-Nov-10	3	Dubai	1,750	Arabic
HRD Management	31-Oct-10	03-Nov-10	4	Dubai	2,250	Arabic
HBDI Certification	02-Nov-10	03-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
<b>Eid El Adha</b>	<b>16-Nov-10</b>					
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
<b>December</b>						
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
Time Management	19-Dec-10	22-Dec-10	3	Dubai	1,750	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