



informa

2018 **COURSE**  
**CALENDAR**

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business

## OUR SECTORS INCLUDE

Audit, Risk & Governance

Business Operations

Finance

Human Resources

Healthcare

Information Technology

Leadership & Management

Legal

Procurement & Supply

Marketing, Sales & Communications

Professional Development

Project Management

Real Estate

Strategy Management

## THE WORLD'S LEADING CERTIFYING BODIES PARTNER WITH INFORMA



# Audit, Risk & Governance

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Governance, Risk Management & Compliance (GRC)		3 Days	Dubai										Sun 21 Oct		
<b>Advanced Risk Based Auditing</b>		<b>5 Days</b>	<b>Dubai</b>			Sun 25 Mar							Sun 7 Oct		
Auditing of Projects & Contracts		5 Days	Dubai				Sun 1 Apr							Sun 11 Nov	
<b>Certificate in Advanced Enterprise Risk Management</b>		<b>3 Days</b>	<b>Dubai</b>			Tue 13 Mar									
Certificate in Board Secretarial Practice		4 Days	Dubai				Mon 30 Apr						Mon 29 Oct		
<b>Certificate in Building High Performance Boards</b>		<b>3 Days</b>	<b>Dubai</b>											Sun 25 Nov	
Certificate in Corporate Governance Best Practice		4 Days	Dubai	Mon 22 Jan										Mon 12 Nov	
<b>Certificate in Enterprise Risk Management (ERM) (Arabic)</b>		<b>5 Days</b>	<b>Dubai</b>				Sun 8 Apr								
Certificate in Enterprise Risk Management (ERM)		5 Days	Dubai		Sun 18 Feb			Sun 6 May		Sun 15 Jul				Sun 11 Nov	
<b>Certificate in Fraud &amp; the Internal Audit Role</b>		<b>5 Days</b>	<b>Dubai</b>											Sun 4 Nov	
Certificate in Investor Engagement & Shareholder Relations		3 Days	Dubai									Tue 4 Sep			
<b>Compliance Management</b>		<b>4 Days</b>	<b>Dubai</b>										Mon 8 Oct		
Essentials of Internal Audit		5 Days	Dubai		Sun 11 Feb					Sun 22 Jul					
<b>Fraud Prevention, Detection &amp; Investigation</b>		<b>5 Days</b>	<b>Dubai</b>											Sun 4 Nov	
Governance, Risk Management & Compliance (GRC)		4 Days	Dubai				Sun 8 Apr					Mon 24 Sep			Sun 16 Dec
<b>Improving Your Audit Reports &amp; Delivering Added Value</b>		<b>5 Days</b>	<b>Dubai</b>			Sun 18 Mar									
Leadership Excellence for Internal Auditors		3 Days	Dubai			Tue 27 Mar						Sun 2 Sep		Tue 6 Nov	
<b>World Class Internal Audit</b>		<b>5 Days</b>	<b>Dubai</b>				Sun 29 Apr						Sun 14 Oct		



“

The course trainer was exceptional. This was a high calibre training in terms of content exchange, delivery, course delivery, case studies and practical exercises. Personally, a great training experience and I take away enormously valuable and practical lessons from this course. ”

Ted Misomali, Risk Manager, Telecom Networks, Malawi

# Business Operations

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5-Day Innovation Mini MBA		5 Days	Dubai				Sun 22 Apr								
<b>Analysing &amp; Documenting Policies &amp; Procedures</b>	<b>PMI</b>	<b>4 Days</b>	<b>Dubai</b>									Mon 24 Sep			
Benchmarking		2 Days	Dubai			Sun 4 Mar									
<b>Certificate in Advanced Business Process Analysis, Mapping &amp; Modelling</b>		<b>5 Days</b>	<b>Dubai</b>				Sun 15 Apr						Sun 7 Oct		
Certificate in Advanced Data Analysis		5 Days	Dubai					Sun 6 May							Sun 9 Dec
<b>Certificate in Business Process Management &amp; Improvement (Arabic)</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 23 Apr								
Certificate in Business Process Management & Improvement		4 Days	Dubai			Mon 26 Mar				Mon 16 Jul					Sun 16 Dec
<b>Certificate in Data Analysis Skills</b>		<b>5 Days</b>	<b>Dubai</b>		Sun 18 Feb							Sun 30 Sep			
Certificate in Delivering Service Excellence		4 Days	Dubai									Mon 17 Sep			
<b>Certificate in Essential Business Process Analysis, Mapping &amp; Modelling</b>		<b>5 Days</b>	<b>Dubai</b>	Sun 28 Jan				Sun 6 May						Sun 11 Nov	
Certificate in Measuring, Monitoring & Improving Customer Experience		4 Days	Dubai				Mon 16 Apr							Sun 4 Nov	
<b>Certificate in Operations Management</b>		<b>5 Days</b>	<b>Dubai</b>		Sun 25 Feb		Sun 29 Apr					Sun 23 Sep			Sun 9 Dec
Certificate in Quality Management & Business Performance		5 Days	Dubai				Sun 22 Apr						Sun 28 Oct		
<b>Certificate in Strategic Business Intelligence</b>		<b>4 Days</b>	<b>Dubai</b>				Sun 8 Apr						Sun 28 Oct		
Complaints Management		2 Days	Dubai			Tue 6 Mar									
<b>Data Analysis &amp; Dashboard Reporting in Excel</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 2 Apr					Sun 30 Sep			
Emergency Response Planning		4 Days	Dubai				Sun 22 Apr						Mon 1 Oct		
<b>ISO 90001 and Beyond</b>		<b>5 Days</b>	<b>Dubai</b>									Sun 30 Sep			
The Five Day MBA		5 Days	Dubai			Sun 18 Mar									

“

The trainer brightened up some blind spots in my social and management skills. I found the course very useful and I can say that I have now better management skills for activity & projects.”

Malath Insurance

# Finance

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Budgeting		4 Days	Dubai				Mon 30 Apr							Sun 11 Nov	
<b>Advanced Financial Statement Analysis</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 16 Apr								Mon 10 Dec
Budgeting & Budget Control of the HR Function/Effective Manpower Planning		5 Days	Dubai				Sun 22 Apr			Sun 16 Jul					Sun 9 Dec
<b>Budgeting &amp; Forecasting for Non-Finance Managers</b>		<b>3 Days</b>	<b>Dubai</b>										Tue 16 Oct		
Budgeting & Monitoring for Projects	PMI	4 Days	Dubai										Mon 15 Oct		
<b>Certificate in Cash Flow &amp; Forecasting Management</b>		<b>4 Days</b>	<b>Dubai</b>											Sun 25 Nov	
Certificate in Cost Control & Management		4 Days	Dubai												Sun 16 Dec
<b>Certificate in Cash Flow Management</b>		<b>4 Days</b>	<b>Dubai</b>					Sun 6 May				Mon 24 Sep			
Credit Risk Modelling		4 Days	Dubai											Sun 25 Nov	
<b>Certificate in Due Diligence &amp; Business Valuation</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 30 Apr						Sun 28 Oct		
Certificate in Financial Analysis		4 Days	Dubai									Sun 30 Sep			
<b>Certificate in Financial Control</b>		<b>4 Days</b>	<b>Dubai</b>										Sun 28 Oct		
Certificate in Finance for Non-Finance Managers		4 Days	Dubai				Mon 30 Apr					Mon 17 Sep			Sun 16 Dec
<b>Certificate in Financial Modelling Using Excel</b>		<b>5 Days</b>	<b>Dubai</b>			Sun 18 Mar				Sun 22 Jul				Sun 4 Nov	
Certificate in Real Estate Finance for Investment & Development (REFID)		4 Days	Dubai		Mon 26 Feb								Mon 15 Oct		
<b>Certificate in Real Estate Process for Development &amp; Investment (REPID)</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 23 Apr								Mon 10 Dec
Corporate Finance Masterclass		5 Days	Dubai										Sun 7 Oct		
<b>Excel VBA Programming for Financial Professionals</b>		<b>4 Days</b>	<b>Dubai</b>												Mon 10 Dec
Financial Risk Management		4 Days	Dubai				Sun 22 Apr								
<b>IFRS 9 - International Financial Reporting Standards 9 &amp; Expected Credit Loss</b>		<b>4 Days</b>	<b>Dubai</b>			Sun 18 Mar									
IFRS - International Financial Reporting Standards		4 Days	Dubai				Mon 16 Apr			Mon 23 Jul					Mon 10 Dec
<b>Senior Executive Finance</b>		<b>5 Days</b>	<b>Dubai</b>											Sun 11 Nov	

# Healthcare

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>IHLM Endorsed Healthcare Mini MBA</b>	<b>IHLM</b>	<b>5 Days</b>	<b>Dubai</b>											Sun 11 Nov	
IHLM Healthcare Financial Management & Cost Control	IHLM	5 Days	Dubai				Sun 22 Apr								
<b>IHLM Healthcare Strategy, Planning &amp; Execution</b>	<b>IHLM</b>	<b>4 Days</b>	<b>Dubai</b>									Sun 9 Sep			
IHLM High-Performance Healthcare Leadership	IHLM	5 Days	Dubai			Sun 18 Mar									
<b>IHLM Patient Experience</b>	<b>IHLM</b>	<b>5 Days</b>	<b>Dubai</b>									Sun 30 Sep			
IHLM Patient Safety & Risk Management	IHLM	5 Days	Dubai										Sun 28 Oct		
<b>IHLM Professional Certificate in Healthcare Marketing &amp; Medical Tourism</b>	<b>IHLM</b>	<b>3 Days</b>	<b>Dubai</b>								Sun 5 Aug				
IHLM Professional Certificate in Healthcare Operations & Patient Flow Management	IHLM	5 Days	Dubai										Sun 14 Oct		



“

The training was excellent; challenging, risk taking, thought provoking! ”

Samantha Farrell, Peugeot Motor Company

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Compensation &amp; Benefits</b>															
<b>Certificate in Advanced Compensation &amp; Benefits</b>		5 Days	Dubai										Sun 28 Oct		
Certificate in Compensation & Reward Management		5 Days	Dubai	Sun 28 Jan				Sun 6 May				Sun 30 Sep			Sun 16 Dec
<b>Certificate in Job Analysis &amp; Descriptions, Job Evaluation &amp; Grades</b>		5 Days	Dubai		Sun 4 Feb		Sun 29 Apr						Sun 7 Oct		Sun 9 Dec
Certificate in Performance Management & Performance Appraisals		5 Days	Dubai				Sun 8 Apr							Sun 4 Nov	
<b>Payroll</b>		4 Days	Dubai							Mon 23 Jul					
SHRM Course 3 - Total Rewards / Employee Engagement & Relations	SHRM	5 Days	Dubai				Sun 1 Apr							Sun 11 Nov	
<b>Learning &amp; Development</b>															
<b>ATD Expert Coach™ Program</b>	ATD	5 Days	Dubai									Sun 30 Sep			
ATD Master Trainer™ Program	ATD	5 Days	Dubai		Sun 25 Feb					Sun 29 Jul			Sun 21 Oct		
<b>ATD Train the Trainer</b>	ATD	4 Days	Dubai			Mon 12 Mar									Mon 10 Dec
Certificate in Employee Training & Development	SHRM	4 Days	Dubai												Sun 9 Dec
<b>Certificate in Performance Management &amp; Performance Appraisals</b>		5 Days	Dubai				Sun 8 Apr							Sun 4 Nov	
Consulting Skills	ATD	3 Days	Dubai											Tue 27 Nov	
<b>Corporate Coaching Certificate</b>	ATD	3 Days	Dubai			Tue 27 Mar									
Designing Learning Certificate	ATD	4 Days	Dubai									Mon 17 Sep			Sun 16 Dec
<b>Leading the Learning &amp; Development Function</b>		3 Days	Dubai										Sun 28 Oct		
Learning & Development Management		4 Days	Dubai				Mon 16 Apr								
<b>Learning Needs Assessment</b>	ATD	3 Days	Dubai											Tue 13 Nov	
Measuring Return on Investment (ROI) of Training	ATD	3 Days	Dubai											Tue 6 Nov	
<b>Preparing for the Certified Professional in Learning &amp; Performance (CPLP) Exam</b>	ATD	2 Days	Dubai				Sun 22 Apr								Sun 16 Dec
<b>Talent Management &amp; Engagement</b>															
Best Practice Recruitment		4 Days	Dubai		Mon 19 Feb									Sun 25 Nov	
<b>Certificate in Career Development Planning</b>		4 Days	Dubai												Mon 10 Dec
Certificate in Dynamic Recruitment, Interviewing & Appraisal Techniques		4 Days	Dubai			Mon 5 Mar								Mon 5 Nov	
<b>Certificate in Resource Management, Recruitment &amp; Talent Planning</b>		5 Days	Dubai				Sun 15 Apr					Sun 2 Sep			
Certificate in Succession Planning & Career Development		4 Days	Dubai					Sun 6 May						Sun 11 Nov	
<b>Certificate in Talent Management</b>		4 Days	Dubai							Mon 23 Jul					
Competency Based Interview & Selection for Hiring Managers		4 Days	Dubai												Sun 16 Dec
<b>Employee Induction – On-Boarding &amp; Job Orientation Programmes</b>		4 Days	Dubai			Sun 18 Mar									
Interviewing Skills		3 Days	Dubai					Tue 1 May					Tue 9 Oct		
<b>Preparing for the Certified Professional in Learning &amp; Performance (CPLP) Exam</b>	ATD	2 Days	Dubai				Sun 22 Apr								Sun 16 Dec
The A - Z of Competency Frameworks		4 Days	Dubai				Mon 30 Apr						Mon 29 Oct		
<b>SHRM Course 2 - Creating a Talent Acquisition Strategy / Succession Planning</b>	SHRM	5 Days	Dubai			Mon 11 Mar									
SHRM Course 3 - Total Rewards / Employee Engagement & Relations	SHRM	5 Days	Dubai				Sun 1 Apr							Sun 11 Nov	
<b>Human Resources</b>															
<b>Budgeting &amp; Budget Control of the HR Function/Effective Manpower Planning</b>		5 Days	Dubai				Sun 22 Apr			Sun 15 Jul					Sun 9 Dec
Certificate in Developing HR Policy Manuals		4 Days	Dubai										Mon 29 Oct		
<b>Certificate in HR Administration (Arabic)</b>		4 Days	Dubai					Tue 7 May							
Certificate in HR Administration		4 Days	Dubai			Mon 26 Mar						Mon 24 Sep			
<b>Certificate in HR Audit</b>		5 Days	Dubai		Sun 25 Feb					Sun 22 Jul				Sun 4 Nov	
Certificate in HR Metrics & Workforce Analytics	SHRM	3 Days	Dubai					Tue 1 May					Tue 16 Oct		
<b>Certificate in HR Policies &amp; Procedures</b>		4 Days	Dubai			Mon 26 Mar						Mon 24 Sep			
Organisational Development (OD)		3 Days	Dubai										Tue 2 Oct		
<b>SHRM Course 1 - Strategic Workforce Planning / HRD</b>	SHRM	5 Days	Dubai		Sun 11 Feb					Sun 1 Jul					
SHRM Course 2 - Creating a Talent Acquisition Strategy / Succession Planning	SHRM	5 Days	Dubai			Sun 11 Mar						Sun 30 Sep			
<b>SHRM Course 3 - Total Rewards / Employee Engagement &amp; Relations</b>	SHRM	5 Days	Dubai				Sun 1 Apr							Sun 11 Nov	
SHRM Course 4 - Your Role as the HR Business Partner / Strategic HR	SHRM	5 Days	Dubai					Sun 6 May							Sun 16 Dec
<b>The HR Professional</b>		4 Days	Dubai			Mon 12 Mar							Sun 21 Oct		
The HR Professional		4 Days	Salalah							Sun 22 Jul					

**Please note:** New courses may be added and date changes may occur. You can visit us on [www.informa-mea.com/Training](http://www.informa-mea.com/Training) for the latest additions and date changes.

# Information Technology

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Electronic Document & Records Management (EDRM)		4 Days	Dubai												Mon 10 Dec
<b>Business Continuity &amp; IT Disaster Recovery</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 30 Apr						Sun 28 Oct		
Certificate in Business-Aligned IT Strategy		4 Days	Dubai							Mon 16 Jul					
<b>Certificate in Strategically Leading Digitisation</b>		<b>4 Days</b>	<b>Dubai</b>											Sun 11 Nov	
Cyber Security Bootcamp		4 Days	Dubai		Sun 25 Feb								Mon 22 Oct		
<b>Electronic Document &amp; Records Management (EDRM)</b>		<b>4 Days</b>	<b>Dubai</b>				Sun 8 Apr					Mon 17 Sep			
Information Security Management		4 Days	Dubai					Sun 6 May			Sun 5 Aug				
<b>ITIL® V3 Foundation Certificate</b>		<b>4 Days</b>	<b>Dubai</b>							Mon 23 Jul			Mon 1 Oct		
IT Leadership	PMI	4 Days	Dubai												Sun 16 Dec
<b>Service Level Agreements &amp; IT Contracts</b>		<b>4 Days</b>	<b>Dubai</b>			Mon 5 Mar								Mon 5 Nov	
Strategic IT Manager	PMI	4 Days	Dubai					Sun 6 May					Mon 15 Oct		
<b>Systems Design &amp; Analysis</b>		<b>4 Days</b>	<b>Dubai</b>							Mon 30 Jul					
Transforming your IT Division		4 Days	Dubai			Sun 11 Mar									



“

The training was very informative and included practical examples along with [Theoretical] concepts.”

Azba Shaikh, DRA Manager, AMGEN



# Leadership & Management

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Action Centred Leadership	ACL	4 Days	Dubai										Mon 22 Oct		
<b>Certificate in Leadership Effectiveness for Managers</b>		<b>5 Days</b>	<b>Dubai</b>			Sun 18 Mar							Sun 14 Oct		Sun 9 Dec
High Performance Leadership for New Managers		4 Days	Dubai							Mon 2 Jul					
<b>ILM Endorsed Management Skills for Middle Managers</b>	<b>ILM</b>	<b>4 Days</b>	<b>Dubai</b>					Sun 6 May							
ILM Endorsed Management Skills for New Managers	ILM	5 Days	Dubai				Sun 22 Apr					Sun 16 Sep		Sun 11 Nov	
<b>ILM Endorsed Supervisory Skills</b>	<b>ILM</b>	<b>4 Days</b>	<b>Dubai</b>							Mon 30 Jul					
Leadership in Action		5 Days	Dubai				Sun 15 Apr								
<b>Leadership in Action</b>		<b>5 Days</b>	<b>Salalah</b>							Sun 22 Jul					
Women's Leadership Development Programme		3 Days	Dubai					Tue 8 May							



“

A well-structured workshop and an excellent course leader. This course has increased my confidence level enabling me to have a positive impact on my job [and] realise my true potential. ”

Ida Lopez-Redoña, Assistant to the Head of Corporate Affairs, Oman Oil company S.A.O.C, Oman

# Legal

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Contract Drafting for Non-Lawyers</b>		<b>4 Days</b>	<b>Doha</b>												<b>Sun 10 Dec</b>
Contract Drafting for Non-Lawyers		4 Days	Dubai									<b>Mon 17 Sep</b>			
<b>Effective Legal &amp; Business Writing</b>		<b>4 Days</b>	<b>Dubai</b>				<b>Mon 23 Apr</b>						<b>Mon 14 Oct</b>		
Immigration & Labour Law in Bahrain		1 Days	Manama										<b>Mon 8 Oct</b>		
<b>Immigration &amp; Labour Law in Qatar</b>		<b>1 Day</b>	<b>Doha</b>										<b>Mon 8 Oct</b>		
Immigration & Labour Law in Saudi Arabia		1 Days	Manama											<b>Thu 8 Nov</b>	
<b>Labour &amp; Employment Law in the UAE</b>		<b>2 Days</b>	<b>Dubai</b>	<b>Wed 31 Jan</b>				<b>Sun 6 May</b>			<b>Wed 1 Aug</b>		<b>Wed 10 Oct</b>		
Legal Due Diligence		2 Days	Dubai										<b>Sun 8 Oct</b>		
<b>Understanding Commercial Law in the UAE</b>		<b>4 Days</b>	<b>Dubai</b>				<b>Mon 30 Apr</b>					<b>Sun 23 Sep</b>			



“

[The trainer has] very good knowledge of the law and incorporated live cases from the [local region] ”

Abdulaziz Al Moosa, Head – Recruitment and Manpower Planning, Abu Dhabi Commercial Bank (ADCB), UAE

# Marketing, Sales & Communications

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>CSR</b>															
<b>Corporate Responsibility Management &amp; Sustainability Reporting</b>		<b>3 Days</b>	<b>Dubai</b>			Tue 27 Mar									
<b>Marketing</b>															
Certificate in Digital Marketing		5 Days	Dubai					Sun 6 May							Sun 9 Dec
<b>Certificate in Marketing Planning</b>		<b>4 Days</b>	<b>Dubai</b>			Mon 12 Mar					Mon 24 Sep				
Certified Brand Manager	AIPMM	4 Days	Dubai		Sun 25 Feb			Sun 6 May							Mon 3 Dec
<b>Certified Product Manager</b>	<b>AIPMM</b>	<b>5 Days</b>	<b>Dubai</b>									Sun 14 Oct			
Certified Product Manager / Certified Product Marketing Manager	AIPMM	6 Days	Dubai		Sat 17 Feb		Sat 28 Apr								Sat 8 Dec
<b>Certified Product Marketing Manager</b>	<b>AIPMM</b>	<b>5 Days</b>	<b>Dubai</b>									Sun 21 Oct			
Marketing Masterclass		4 Days	Dubai				Mon 23 Apr							Sun 25 Nov	
<b>Social Media Marketing Masterclass</b>		<b>5 Days</b>	<b>Dubai</b>				Sun 1 Apr							Sun 11 Nov	
Strategic Marketing		2 Days	Dubai					Mon 7 May							
<b>Successful Product Launching &amp; Brand Positioning</b>		<b>3 Days</b>	<b>Dubai</b>			Mon 19 Mar									
Successful Product Launching & Brand Positioning		3 Days	Abu Dhabi											Mon 5 Nov	
<b>Public Relations &amp; Communications</b>															
<b>Certificate in Corporate Communications</b>		<b>4 Days</b>	<b>Dubai</b>		Sun 25 Feb								Sun 7 Oct		
Certificate in Crisis Management & Communications		4 Days	Dubai			Sun 11 Mar									Mon 10 Dec
<b>Certificate in Public Relations Practice</b>		<b>4 Days</b>	<b>Dubai</b>					Sun 6 May						Mon 5 Nov	
Certificate in Strategic Internal Communications		4 Days	Dubai				Sun 15 Apr								Sun 16 Dec
<b>Sales</b>															
<b>Certificate in Key Account Management</b>		<b>3</b>	<b>Dubai</b>										Tue 23 Oct		
Certificate in Sales Management		2	Dubai												Sun 16 Dec
<b>Helping Clients Succeed</b>	<b>FranklinCovey</b>	<b>3</b>	<b>Dubai</b>			Tue 13 Mar						Wed 26 Sep			
ILM Endorsed Customer Service Manager		5	Dubai												Sun 16 Dec
<b>Sales Territory Mapping</b>		<b>3</b>	<b>Dubai</b>					Tue 1 May						Tue 6 Nov	

# Procurement & Supply

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Best Practice Procurement		4 Days	Dubai					Sun 6 May							
<b>Business Needs in Procurement &amp; Supply</b>	<b>CIPS</b>	<b>5 Days</b>	<b>Dubai</b>				Sun 29 Apr								
Certificate in Finance for Procurement Professionals		4 Days	Dubai			Sun 25 Mar									Sun 16 Dec
<b>Certificate in Inventory Management, Demand Planning &amp; Forecasting</b>		<b>4 Days</b>	<b>Dubai</b>									Mon 3 Sep			
Certificate in Risk Management & Supply Chain Vulnerability		4 Days	Dubai									Mon 24 Sep			
<b>Contexts of Procurement &amp; Supply</b>	<b>CIPS</b>	<b>5 Days</b>	<b>Dubai</b>			Sun 11 Mar									
Managing Contracts & Relationships in Procurement & Supply	CIPS														Sun 9 Dec
<b>Materials Management &amp; Inventory Planning</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 02 Apr						Mon 22 Oct		
Measuring & Managing Suppliers' Performance		4 Days	Dubai										Mon 15 Oct		
<b>Negotiation &amp; Contracting in Procurement &amp; Supply</b>	<b>CIPS</b>	<b>5 Days</b>	<b>Dubai</b>									Sun 30 Sep			
Service Level Agreements & IT Contracts		4 Days	Dubai			Mon 5 Mar									
<b>Sourcing in Procurement &amp; Supply</b>	<b>CIPS</b>	<b>5 Days</b>	<b>Dubai</b>							Sun 8 July					
Tender Preparation & Evaluation		4 Days	Doha										Sun 7 Oct		
<b>Tender Preparation &amp; Evaluation</b>		<b>4 Days</b>	<b>Dubai</b>				Sun 1 Apr			Sun 15 July					



“

It was really a very good experience. I have learned various types of models/thinking. I will strongly recommend my colleagues to attend this type of training.”

Asad Mehmood, Binladen Holding

# Professional Development

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
7 Habits of Highly Effective People	FranklinCovey	4 Days	Dubai		Mon 19 Feb						Mon 6 Aug				Sun 9 Dec
<b>7 Habits of Highly Effective People</b>	<b>FranklinCovey</b>	<b>4 Days</b>	<b>Abu Dhabi</b>				Mon 30 Apr								
Certificate in Administrative Management		4 Days	Dubai			Mon 5 Mar									Sun 16 Dec
<b>Emotional Intelligence Masterclass</b>		<b>4 Days</b>	<b>Dubai</b>		Sun 25 Feb										
From Technical Professional to Manager & Leader	ILM	3 Days	Dubai												Tue 4 Dec
<b>High Impact Negotiation Skills</b>		<b>3 Days</b>	<b>Dubai</b>								Tue 7 Aug				Tue 18 Dec
ILM Endorsed Advanced Executive Secretaries & PAs	ILM	5 Days	Dubai			Sun 25 Mar							Sun 7 Oct		
<b>ILM Endorsed Effective Business Writing</b>	<b>ILM</b>	<b>4 Days</b>	<b>Dubai</b>									Sun 30 Sep			
ILM Endorsed Office Manager	ILM	4 Days	Dubai										Sun 21 Oct		
<b>ILM Endorsed Report Writing</b>	<b>ILM</b>	<b>4 Days</b>	<b>Dubai</b>											Mon 5 Nov	
Management Skills for Administrative Professionals		5 Days	Dubai									Sun 2 Sep			
<b>Powerful Business Presentations (Arabic)</b>		<b>3 Days</b>	<b>Dubai</b>				Mon 9 Apr								
Powerful Business Presentations		3 Days	Dubai									Sun 30 Sep			
<b>Project Management for Administrative Professionals</b>		<b>4 Days</b>	<b>Dubai</b>							Mon 16 July				Sun 25 Nov	
Project Management for the Unofficial Project Manager	FranklinCovey	3 Days	Dubai									Tue 25 Sep			
<b>Public Speaking Masterclass</b>		<b>4 Days</b>	<b>Dubai</b>				Mon 30 Apr							Sun 5 Nov	
Soft Skills Masterclass		Days	Dubai				Sun 1 Apr								
<b>Technical Report Writing</b>		<b>4 Days</b>	<b>Dubai</b>												Sun 9 Dec



“

[The trainer] is very capable of imparting knowledge through examples, illustrations, etc. Knowing my background, he managed to tackle issues that are relevant to my work environment. ”

Majed Al Awadhi, Admin & HR Assistant, Arab Petroleum Investments Corporation (APICORP), KSA

# Project Management

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Agile PM	PMI	3 Days	Dubai							Sun 22 July					
<b>Auditing of Projects &amp; Contracts</b>	<b>PMI</b>	<b>5 Days</b>	<b>Dubai</b>				Sun 1 Apr								
Contract Management Principles & Practices	PMI	3 Days	Dubai					Sat 5 May					Tue 23 Oct		
<b>Effective Project Coordinator</b>	<b>PMI</b>	<b>5 Days</b>	<b>Dubai</b>				Sun 22 Apr					Sun 30 Sep			
Event Safety & Security	PMI	3 Days	Dubai									Tue 18 Sep			
<b>Executive Certificate in Festival &amp; Event Management</b>	<b>PMI</b>	<b>3 Days</b>	<b>Dubai</b>									Sat 15 Sep			
Managing Projects	ENU	3 Days	Dubai			Sat 10 Mar				Sat 14 July		Sat 22 Sep			Sat 8 Dec
<b>Negotiation for Project Managers</b>	<b>ENU</b>	<b>3 Days</b>	<b>Dubai</b>					Tue 8 May					Sat 20 Oct		
PMP Exam Preparation	PMI	5 Days	Dubai				Sun 29 Apr			Sun 8 Jul			Sun 7 Oct		Sun 9 Dec
<b>Project Management for Administration Professionals</b>	<b>PMI</b>	<b>4 Days</b>	<b>Dubai</b>		Mon 5 Feb					Mon 16 Apr				Sun 25 Nov	
Program Management Professional (PgMP)	PMI	5 Days	Dubai											Sun 4 Nov	
<b>Project Leadership, Management &amp; Communications</b>	<b>PMI</b>	<b>3 Days</b>	<b>Dubai</b>							Tue 17 July					
Project Portfolio Management (PPM)	PMI	4 Days	Dubai				Mon 23 Apr							Sun 25 Nov	
<b>Project Risk Management</b>	<b>PMI</b>	<b>3 Days</b>	<b>Dubai</b>			Tue 13 Mar									Sun 16 Dec
Quality for Project Managers	PMI	3 Days	Dubai									Tue 25 Sep			Tue 11 Dec
<b>Scheduling &amp; Cost Control</b>	<b>PMI</b>	<b>5 Days</b>	<b>Dubai</b>				Sun 15 April							Sun 11 Nov	
The Project Management Office	PMI	5 Days	Dubai			Sun 25 Mar					Sun 5 Aug				Sun 9 Dec



“

Instructor is knowledgeable, experienced with relevant and realistic examples. It was really enjoyable and the information really sunk through.”

Michael Taremwa, Management Accountant, Electricity Regulation Authority

# Real Estate

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Certificate in Real Estate Finance for Investment & Development (REFID)		4 Days	Dubai		Mon 26 Feb								Mon 15 Oct		
Certificate in Real Estate Process for Development & Investment (REPDI)		4 Days	Dubai				Mon 23 Apr								Mon 10 Dec
Construction Commissioning		3 Days	Dubai											Tue 13 Nov	
Construction Project Management	PMI	2 Days	Dubai											Sun 11 Nov	
Managing Building Services		4 Days	Dubai					Mon 7 May			Mon 6 Aug				
Real Estate Marketing Masterclass		4 Days	Dubai			Sun 4 Mar							Sun 28 Oct		
Understanding Facilities Management		4 Days	Dubai		Mon 19 Feb										



“

[The course director] is extremely knowledgeable about Real Estate and brings a breadth of experience [to] the Real Estate market in the region. ”

Mariana Zureikat, Investment Manager,  
Al Rajhi United, UAE

# Strategy Management

COURSE TITLE	ASSOCIATION PARTNER	DURATION	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5-Day Innovation Mini MBA		5 Days	Dubai				Sun 22 Apr								
<b>Balanced Scorecard Professional Certification Boot Camp (Arabic)</b>	<b>BSI</b>	<b>5 Days</b>	<b>Dubai</b>	Sun 28 Jan											
Balanced Scorecard Professional Certification Boot Camp	BSI	5 Days	Dubai		Sun 11 Feb		Sun 1 Apr	Sun 6 May		Sun 5 Aug		Sun 28 Oct		Sun 9 Dec	
<b>Balanced Scorecard Master Professional (BSMP) Certification Application Course</b>		<b>5 Days</b>	<b>Dubai</b>				Sun 29 Apr							Sun 25 Nov	
Certificate in KPI Selection & Management		3 Days	Dubai				Sun 22 Apr					Sun 30 Sep			
<b>Certificate in Strategic Business Intelligence</b>		<b>4 Days</b>	<b>Dubai</b>				Sun 8 Apr						Sun 28 Oct		
Certificate in Strategic Business Planning		4 Days	Dubai				Sun 22 Apr			Mon 23 Jul					Sun 9 Dec
<b>Certificate in Strategy Execution</b>		<b>5 Days</b>	<b>Dubai</b>			Sun 4 Mar				Sun 29 Jul				Sun 4 Nov	
Certificate in Strategic Thinking & Planning		4 Days	Dubai				Sun 29 Apr						Sun 21 Oct		
<b>Key Performance Indicator Professional Certification (KPI-P) (Arabic)</b>		<b>5 Days</b>	<b>Dubai</b>		Sun 25 Feb										
Key Professional (KPI-P) Certification Programm	SMG	5 Days	Dubai			Sun 25 Mar								Sun 11 Nov	
<b>Strategic Management Performance System (SMPS) Certification Bootcamp</b>	<b>SMG/PMI</b>	<b>5 Days</b>	<b>Dubai</b>				Sun 15 Apr					Sun 16 Sep			Sun 16 Dec
The Five Day MBA		5 Days	Dubai			Sun 18 Mar								Sun 11 Nov	
<b>Transforming your IT Division</b>		<b>4 Days</b>	<b>Dubai</b>			Sun 11 Mar									



“

The trainer has expert knowledge on the subject and I will definitely recommend that my colleagues attend this training.”

VK – Senior Analyst, DP World