

For Registration, course brochures, In-house RFP, or RFQ, please chat with us or Request a Call back



Welcome to LiveChat

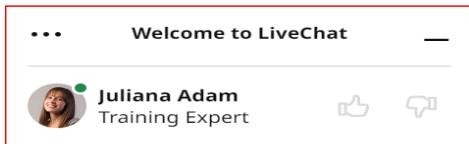
Juliana Adam
Training Expert

ALL CONFIRMED Calendar 2023 - Dubai -UAE				Always 2+1 Or 3+3		Novotel	Novotel	Novotel	Marriott	Marriott	Novotel	Marriott	Novotel	Marriott	Marriott	Novotel	Novotel
Category	Course Title	Days	Cost per person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Admin and Office Management	How To Write Effective Meeting Minutes	2	AED 5880	19-20	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5		
Admin and Office Management	Improving Your Telephone Skills and Etiquette	2	AED 5880	23-24	6-7	6-7	5-6	2-3	5-6	5-6	2-3	5-6	3-4	6-7	6-7		
Admin and Office Management	Office Management and Administration Skills	3	AED 7950	24-26	13-15	13-15	3-5	3-5	7-9	10-12	7-9	6-8	4-6	13-15	11-13		
Admin and Office Management	Project Administration Fundamentals	2	AED 5880	25-26	8-9	8-9	6-7	8-9	12-13	13-14	10-11	11-12	9-10	8-9	14-15		
Admin and Office Management	Running Effective Meetings	2	AED 5880	30-31	20-21	20-21	10-11	9-10	14-15	17-18	14-15	13-14	10-11	20-21	18-19		
Admin and Office Management	The Perfect PA	2	AED 5880	26-27	27-28	27-28	12-13	10-11	20-21	20-21	16-17	14-15	11-12	27-28	20-21		
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Business Communication	Communication Skills (Results Through Collaboration)	2	AED 5880	25-26	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5		
Business Communication	Creative Presentation and Reporting Skills	3	AED 7950	24-26	13-15	13-15	5-7	2-4	5-7	10-12	2-4	6-8	4-6	13-15	11-13		
Business Communication	Developing Conversation and Communication Skills	3	AED 7950	23-26	6-9	6-9	3-6	1-4	12-15	4-7	7-10	18-21	9-12	6-9	18-21		
Business Communication	Effective Communication and Emotional Intelligence for Better Team Management	3	AED 7950	24-26	14-16	14-16	10-12	15-17	19-21	12-14	14-16	20-22	16-18	14-16	13-15		
Business Communication	Effective Report Writing	2	AED 5880	25-26	6-7	6-7	6-7	18-19	21-22	13-14	17-18	11-12	10-11	6-7	19-20		
Business Communication	Mastering the Art of Effective Communication	3	AED 7950	25-27	20-22	20-22	12-14	22-14	20-22	12-14	21-23	11-13	18-20	20-22	25-27		
Business Communication	Presentation Skills and Public Speaking	3	AED 7950	23-25	8-10	8-10	17-19	24-26	7-9	3-5	23-25	19-21	23-25	8-10	27-28		
Business Communication	Professional Business Writing	2	AED 5880	30-31	8-9	8-9	24-25	29-30	22-23	20-21	28-29	13-14	25-26	8-9	28-29		
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Customer Service	Call Center and Customer Service Excellence	2	AED 5880	25-26	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5		
Customer Service	Customer Satisfaction and Loyalty	3	AED 7950	23-25	13-15	13-15	5-7	2-4	5-7	10-12	2-4	6-8	4-6	13-15	11-13		
Customer Service	Dealing With Angry Customers Through Role Play Practices	2	AED 5880	19-20	6-7	6-7	4-5	2-3	8-9	13-14	10-11	11-12	10-11	6-7	14-15		
Customer Service	Excellence in Customer Service	2	AED 5880	23-24	8-9	8-9	10-11	8-9	12-13	17-18	14-15	13-14	25-26	8-9	18-19		
Customer Service	Fundamentals of Customer Relationship Management	2	AED 5880	30-31	20-21	20-21	12-13	9-10	13-14	20-21	16-17	14-15	9-10	20-21	19-20		
Customer Service	Telephone Etiquette and Call Center Excellence	2	AED 5880	25-26	27-28	27-28	17-18	10-11	14-15	24-25	17-18	18-19	12-13	27-28	20-21		
Customer Service	Wow Your Customers	2	AED 5880	26-27	22-23	22-23	24-25	11-12	15-16	26-27	21-22	19-20	16-17	22-23	21-22		
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Emerging Digital Technologies	Artificial Intelligence for Business	2	AED 7640	19-20	1-2	1-2	3-4	8-9	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Emerging Digital Technologies	Blockchain for Business	3	AED 7950	25-27	13-15	13-15	4-6	1-3	5-7	10-12	2-4	6-8	4-6	13-15	11-13
Emerging Digital Technologies	Digital Transformation and Digital Disruption (The Futuristic Vision)	3	AED 7950	24-26	14-16	14-16	11-13	3-5	14-16	12-14	14-16	11-13	18-20	14-16	25-27
Emerging Digital Technologies	Emerging Digital Technologies	3	AED 7950	23-25	20-22	20-22	17-19	10-12	19-21	3-5	21-23	13-15	23-25	20-22	27-29
Emerging Digital Technologies	Internet of Things and Smart Cities	2	AED 7640	30-31	6-7	6-7	6-7	13-14	22-23	17-18	28-30	11-12	10-11	6-7	14-15
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance & Accounting	Accounts Receivables and Credit Policies	3	AED 7950	23-25	13-15	13-15	3-5	1-3	5-7	10-12	2-4	6-8	4-6	13-15	11-13
Finance & Accounting	Effective Budgeting and Cost Control	2	AED 5880	25-26	1-2	1-2	6-7	4-5	8-9	3-4	1-2	4-5	2-3	1-2	4-5
Finance & Accounting	Finance for Non-Finance Professionals	3	AED 7950	25-27	14-16	14-16	10-12	8-10	12-14	12-14	14-16	18-20	18-20	14-16	25-27
Finance & Accounting	Letter of Credit	3	AED 7950	24-26	20-22	20-22	12-14	10-13	19-21	3-5	21-23	20-22	23-25	20-22	27-29
Finance & Accounting	VAT in the GCC	2	AED 5880	30-31	6-7	6-7	17-18	13-14	22-23	17-18	28-30	11-12	10-11	6-7	14-15
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HR Management	Balanced Scorecard Essentials	2	AED 5880	19-20	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
HR Management	Career Planning and Talent Development	2	AED 5880	23-24	6-7	6-7	5-6	2-3	5-6	13-14	2-3	11-12	10-11	6-7	14-15
HR Management	Developing HR Skills	3	AED 7950	24-27	6-9	6-9	10-13	8-11	12-15	4-7	7-10	18-21	9-12	6-9	18-21
HR Management	Effective Job Descriptions and Interviewing Skills	2	AED 5880	26-27	8-9	8-9	6-7	11-12	15-16	10-11	10-11	13-14	25-26	8-9	18-19
HR Management	Employee Motivation	2	AED 5880	24-25	20-21	20-21	27-28	15-16	19-20	11-12	14-15	14-15	9-10	20-21	19-20
HR Management	Employee Performance Feedback for Senior Management (The Win-Win Scenario)	2	AED 5880	26-27	27-28	27-28	6-7	16-17	20-21	17-18	16-17	25-26	16-17	27-28	20-21
HR Management	Employee Relations	2	AED 5880	25-26	2-3	2-3	17-18	17-18	22-23	20-21	17-18	28-29	12-13	2-3	21-22
HR Management	Essential Skills of Human Resource Management	3	AED 7950	23-26	20-23	20-23	3-6	22-15	5-8	24-27	21-24	4-7	16-19	20-23	11-14
HR Management	HR for Non-HR Managers	3	AED 7950	24-26	13-15	13-15	17-19	15-17	14-16	26-28	23-25	6-8	4-6	13-15	25-27
HR Management	Performance Management System for Managers	2	AED 5880	30-31	21-22	20-21	13-14	18-19	7-8	24-25	28-29	20-21	9-10	20-21	28-29
HR Management	Train the Trainer	3	AED 7950	23-25	14-16	14-16	24-26	29-31	13-15	25-27	29-31	13-15	18-20	14-16	11-13
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Interpersonal Skills and Self-Development	Assertiveness Skills and Self-Confidence	2	AED 5880	19-20	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Interpersonal Skills and Self-Development	Business Etiquette and Protocol for Effective Work Environment	2	AED 5880	23-24	6-7	6-7	5-6	3-4	5-6	4-5	2-3	11-12	10-11	6-7	14-15
Interpersonal Skills and Self-Development	Creative Thinking and Innovation Techniques	2	AED 5880	26-27	8-9	8-9	6-7	8-9	6-7	5-6	7-8	13-14	25-26	8-9	18-19
Interpersonal Skills and Self-Development	Creative Thinking and Problem Solving	2	AED 5880	24-25	2-3	9-10	10-11	10-11	7-8	6-7	9-10	14-15	9-10	9-10	19-20
Interpersonal Skills and Self-Development	Emotional Intelligence for Cultural and Behavioural Alignment	2	AED 5880	30-31	20-21	20-21	11-12	11-12	8-9	10-11	14-15	18-19	12-13	20-21	20-21

Interpersonal Skills and Self-Development	Managing Conflict - Power Through Influence	2	AED 5880	25-26	27-28	27-28	12-13	15-16	12-13	11-12	15-16	19-20	16-17	27-28	21-22
Interpersonal Skills and Self-Development	Ownership Accountability for Mid-Level Staff	2	AED 5880	23-24	22-23	22-23	13-14	16-17	13-14	12-13	17-18	20-21	17-18	22-23	25-26
Interpersonal Skills and Self-Development	Professional Business Ethics	2	AED 5880	24-25	15-16	15-16	17-18	18-19	15-16	13-14	21-22	21-22	18-19	15-16	11-12
Interpersonal Skills and Self-Development	Self & Time Management	2	AED 5880	19-20	7-8	7-8	18-19	22-23	19-20	17-18	22-23	25-26	19-20	7-8	12-13
Interpersonal Skills and Self-Development	Take Ownership - Agility and a Growth Mindset	2	AED 5880	23-24	8-9	8-9	24-25	23-24	20-21	20-21	23-24	28-29	23-24	8-9	27-28
Interpersonal Skills and Self-Development	The Principles of Emotional Intelligence	2	AED 5880	25-26	13-14	13-14	25-26	24-25	21-22	24-25	28-29	7-8	24-25	13-14	28-29
Interpersonal Skills and Self-Development	Time Management and Stress Control	2	AED 5880	30-31	9-10	9-10	26-27	29-30	22-23	26-27	30-31	6-7	26-27	9-10	7-8
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leadership and Management	Change Management and Conflict Resolution	2	AED 5880	19-20	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Leadership and Management	Coaching and Mentoring Skills for Senior Managers	2	AED 5880	23-24	6-7	6-7	5-6	3-4	5-6	4-5	2-3	11-12	10-11	6-7	14-15
Leadership and Management	Effective Leadership and Management Skills	3	AED 7950	25-27	13-15	13-15	10-12	8-10	6-8	5-7	7-9	6-8	4-6	13-15	11-13
Leadership and Management	Effective Planning and Organizing	2	AED 5880	26-27	8-9	8-9	6-7	11-12	12-13	10-11	10-11	13-14	25-26	8-9	18-19
Leadership and Management	Unlocking the EQ for Leaders	2	AED 5880	24-25	20-21	20-21	12-13	15-16	13-14	11-12	14-15	14-15	9-10	20-21	7-8
Leadership and Management	Leadership Techniques To Build High Performance Teams	2	AED 5880	25-26	27-28	27-28	13-14	17-18	15-16	12-13	16-17	18-19	23-24	27-28	11-12
Leadership and Management	First Time Manager	3	AED 7950	24-26	14-16	14-16	4-6	22-24	7-9	24-26	14-16	11-13	18-20	14-16	25-27
Leadership and Management	Strategic Thinking and Planning	2	AED 5880	30-31	22-23	22-23	17-18	25-26	19-20	27-28	17-18	18-19	12-13	22-23	19-20
Leadership and Management	Supervisory Management Skills	2	AED 5880	19-20	2-3	2-3	18-19	29-30	21-22	25-26	21-22	19-20	16-17	2-3	20-21
Leadership and Management	Women Leadership and Empowerment in the UAE	2	AED 5880	23-24	15-16	15-16	24-25	30-31	22-23	17-18	22-23	20-21	17-18	15-16	21-22
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Office	Advanced Microsoft Excel	2	AED 4950	18-19	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Microsoft Office	Excel Dashboard (Intermediate to Advanced)	2	AED 4950	25-26	6-7	6-7	5-6	3-4	5-6	4-5	2-3	11-12	10-11	6-7	14-15
Microsoft Office	Excel Macros Programming for Report Automation	2	AED 4950	19-20	8-9	8-9	6-7	4-5	12-13	5-6	7-8	13-14	25-26	8-9	18-19
Microsoft Office	Microsoft Excel (Intermediate to Advanced)	2	AED 4950	23-24	20-21	20-21	12-13	8-9	13-14	6-7	9-10	14-15	9-10	20-21	19-20
Microsoft Office	Advanced Data Analysis using MS Excel	2	AED 4950	30-31	27-28	27-28	13-14	10-11	15-16	10-11	14-15	18-19	12-13	27-28	20-21
Microsoft Office	Microsoft Office (Basic to Intermediate)	2	AED 4950	26-27	22-23	22-23	17-18	11-12	19-20	11-12	17-18	19-20	16-17	22-23	21-22
Microsoft Office	Microsoft Office PowerPoint (Intermediate to Advanced)	2	AED 4950	24-25	2-3	2-3	18-19	15-16	21-22	13-14	21-22	20-21	17-18	2-3	25-26

Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Management	Introduction to Project Management Office (PMO)	2	AED 5880	25-26	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Project Management	Mastering Microsoft Project	3	AED 7950	23-25	13-15	13-15	4-6	2-4	6-8	5-7	14-16	6-8	4-6	13-15	11-13
Project Management	Microsoft Project® Fundamentals	2	AED 5880	30-31	6-7	6-7	6-7	4-5	12-13	10-11	2-3	11-12	10-11	6-7	14-15
Project Management	PMP Exam Preparation Boot Camp	5	AED 8890	23-27	13-17	13-17	3-7	8-12	19-23	10-14	7-11	18-22	9-13	13-17	18-22
Project Management	Principles of Project Management & Intro to MS Project	3	AED 7950	24-26	14-16	14-16	10-12	15-17	7-9	24-26	21-23	11-13	18-20	14-16	25-27
Project Management	Principles of Project Management	3	AED 7950	25-27	20-22	20-22	12-14	17-19	14-16	26-28	23-25	13-15	23-25	20-22	20-22
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Purchasing and Procurement	Contracts Management	2	AED 5880	26-27	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Purchasing and Procurement	Fundamentals of Purchasing	3	AED 7950	24-26	13-15	13-15	4-6	2-4	5-7	5-7	14-16	6-8	4-6	13-15	11-13
Purchasing and Procurement	Fundamentals of Supply Chain Management	2	AED 5880	25-26	6-7	6-7	6-7	8-9	8-9	10-11	2-3	11-12	10-11	6-7	14-15
Purchasing and Procurement	Procurement Planning and Bid Management	3	AED 7950	23-25	14-16	14-16	10-12	15-17	12-14	12-14	7-9	18-20	18-20	14-16	25-27
Purchasing and Procurement	Purchasing Management	2	AED 5880	30-31	8-9	8-9	12-13	17-19	15-16	17-18	7-8	13-14	25-26	8-9	18-19
Category	Title	Days	Cost/Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sales and Marketing	Actionable Selling Skills and Techniques	2	AED 5880	19-20	1-2	1-2	3-4	1-2	1-2	3-4	1-2	4-5	2-3	1-2	4-5
Sales and Marketing	Advanced Negotiation Skills and Techniques	2	AED 5880	23-24	6-7	6-7	6-7	2-3	5-6	10-11	2-3	11-12	10-11	6-7	14-15
Sales and Marketing	Building a Stellar Sales Team	2	AED 5880	25-26	8-9	8-9	12-13	3-4	7-8	17-18	7-8	14-15	25-26	8-9	18-19
Sales and Marketing	How to be A Successful Salesman	3	AED 7950	23-25	13-15	13-15	4-6	8-10	12-14	5-7	14-16	6-8	4-6	13-15	11-13
Sales and Marketing	Key Account Management	2	AED 5880	30-31	20-21	20-21	17-18	15-16	15-16	20-21	9-10	13-14	9-10	20-21	20-21
Sales and Marketing	Maximizing Exhibitions and Events Sales	2	AED 5880	26-27	27-28	27-28	18-19	22-23	19-20	24-25	14-15	18-19	12-13	27-28	21-22



Always 2+1 / Always 3+3

