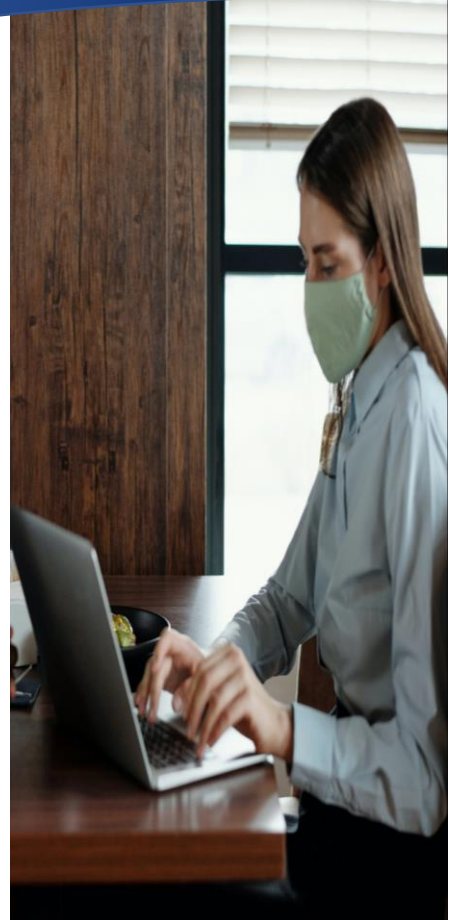


2021 TRAINING CALENDAR

Online • Training Room





About Us



Tatweer is a subsidiary of the reputed Al Bawardi Enterprises, a 100% U.A.E national company. Tatweer was formed in 1997 as a result of the merger of two business units in the group; Al Bawardi Quality and Al Bawardi Training. Tatweer combines the synergy of strategy, strengths and resources to comprehensively address an organization's Purpose, Process and People Enhancement needs. Tatweer has been instrumental in Abu Dhabi's quality history with initiatives such as Quality Conferences, Quality Evenings, Excellence Awards, U.A.E Business Incubations, Auditor certifications and so on.

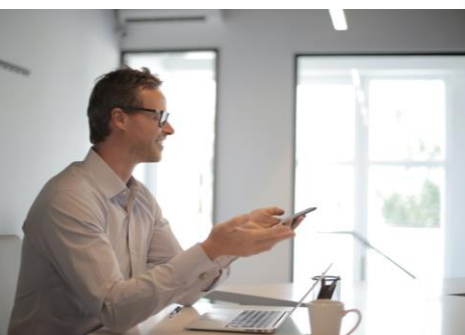
Tatweer is a Licensed Training Provider by the Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET), the Sector Regulatory Authority for Training Centers in Abu Dhabi. Tatweer is also recognized as one of the Registered Centers by Highfield Qualifications, a UK based accreditation body.

With trainers, who are qualified and specialists in their respective fields, the extent of experience and training expertise has made Tatweer the choice provider of Clients in both government and private sectors.

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January to December 2021 Course Schedule



January to June

ISO 9001 QMS Awareness Course	Jan 11 • Feb 11 • Mar 23 • Apr 20 • May 05 • Jun 13
ISO 14001 EMS Awareness Course	Jan 19 • Feb 23 • Mar 09 • Apr 29 • May 12 • Jun 20
ISO 45001 OSHMS Awareness Course	Jan 24 • Feb 21 • Mar 25 • Apr 07 • May 19 • Jun 01
Integrated Management System (QHSE) Awareness Course	Feb 24 • May 26
Level 2 Emergency First Aid at Work	Jan 07 • Feb 07 • Mar 07 • Apr 11 • May 06 • Jun 04
Level 2 First Aid, CPR, and Defibrillation	Jan 17 • Feb 14 • Mar 22 • Apr 19 • May 10 • Jun 18
Level 2 Paediatric First Aid	Jan 28 • Feb 22 • Mar 31 • Apr 26 • May 24 • Jun 26
Level 3 First Aid at Work	Feb 07-09 • May 16-18
Level 2 Fire Safety	Jan 14 • Feb 04 • Mar 18 • Apr 15 • May 13 • Jun 15
Front Office & Receptionist's Excellence Education	Jan 18 • Feb 16 • Mar 14 • Apr 13 • May 02 • Jun 25
Brilliant Office Assistant	Jan 21 • Feb 18 • Mar 21 • Apr 22 • May 20 • Jun 28
Making the Executive Secretary Exceptional	Jan 13 • Feb 01 • Mar 28 • Apr 08 • May 23 • Jun 22
Self and Time Management during Pandemic	Jan 27 • Feb 17 • Mar 16 • Apr 25 • May 09 • Jun 08

July to December

ISO 9001 QMS Awareness Course	Jul 06 • Aug 19 • Sep 21 • Oct 11 • Nov 08 • Dec 14
ISO 14001 EMS Awareness Course	Jul 20 • Aug 10 • Sep 07 • Oct 25 • Nov 09 • Dec 09
ISO 45001 OSHMS Awareness Course	Jul 27 • Aug 15 • Sep 14 • Oct 18 • Nov 10 • Dec 16
Integrated Management System (QHSE) Awareness Course	Aug 26 • Nov 25
Level 2 Emergency First Aid at Work	Jul 08 • Aug 08 • Sep 05 • Oct 03 • Nov 11 • Dec 05
Level 2 First Aid, CPR, and Defibrillation	Jul 11 • Aug 17 • Sep 20 • Oct 17 • Nov 15 • Dec 19
Level 2 Paediatric First Aid	Jul 25 • Aug 22 • Sep 20 • Oct 31 • Nov 30 • Dec 30
Level 3 First Aid at Work	Aug 29-31 • Nov 21-23
Level 2 Fire Safety	Jul 15 • Aug 05 • Sep 16 • Oct 14 • Nov 04 • Dec 29
Front Office & Receptionist's Excellence Education	Jul 12 • Aug 02 • Sep 12 • Oct 12 • Nov 06 • Dec 12
Brilliant Office Assistant	Jul 22 • Aug 12 • Sep 23 • Oct 21 • Nov 18 • Dec 26
Making the Executive Secretary Exceptional	Jul 18 • Aug 23 • Sep 26 • Oct 07 • Nov 28 • Dec 23
Self and Time Management during Pandemic	Jul 28 • Aug 18 • Sep 19 • Oct 19 • Nov 14 • Dec 06

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January to June 2021 Course Schedule

January							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

February							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness IMS Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

March							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

April							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

May							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness IMS Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

June							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

July to December 2021 Course Schedule

July							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

August							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness IMS Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

September							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

October							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

November							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness IMS Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

December							<ul style="list-style-type: none"> First Aid Fire Safety ISO 9001 Awareness ISO 14001 Awareness ISO 45001 Awareness Front Office/ Receptionist Course Brilliant Office Assistant Executive Secretary Course Self & Time Mgmt.
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		



Management Systems Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
ISO 9001:2015 Quality Management System (Introductory & Internal Auditor)	2 Days
ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2 Days
ISO 45001:2018 -Occupational Health and Safety Course (Introductory & Internal Auditor)	2 Days
Integrated Management System -based on ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2 Days
Integrated Management System -based on ISO 9001, ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2 Days
ISO 20000-1:2018 Information Technology Service Management (Introductory and Internal Auditor)	2 Days
ISO 22000:2018 Food Safety Management System & HACCP (Introductory & Internal Auditor)	2 Days
ISO 22000:2018 Food Safety Management System & HACCP (Introductory & Internal Auditor)	2 Days
ISO 45001:2018 -Occupational Health and Safety Course (Transition Course)	1 Day

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Management Systems Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
ISO 9001:2015 QMS Lead Auditor Training Course (IRCA Registered)	5 Days
ISO 14001:2015 EMS Lead Auditor Training Course (IRCA Registered)	5 Days
ISO 45001:2018 OSHMS Lead Auditor Training Course (IRCA Registered)	5 Days

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First Aid Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
Level 2 International Award in Emergency First Aid at Work (Highfield Qualifications)	6 Hours
Level 2 International Award in Emergency First Aid, Defibrillation and CPR (Highfield Qualifications)	8 Hours
Level 3 International Award in First Aid at Work (Highfield Qualifications)	3 Days
Level 2 International Award in Paediatric First Aid and The Safe Use of an AED (Highfield Qualifications)	6 Hours

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Fire Safety Courses and Safety and Security Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
Level 2 International Award in Fire Safety (Highfield Qualifications)	7 Hours
Confined Space Entry	1 Day
HSE Incident Prevention, Investigation and Reporting	1 Day
Safety At Work: Cleaning, Sterilization and Disinfection	6 Hours

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Soft Skill Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
Front Staff & Receptionist's Excellence Education	1 Day
Brilliant Office Assistant of Today	1 Day
Making the Executive Secretary Exceptional	2 Days
Train the Trainer Workshop	2 Days
Effective Supervisory Skills	1 Day
Strategic Negotiation Skills	1 Day
Sales & Marketing Workshop -Master in Sales Creation	1 Day
Customer Service / Call Center Training	1 Day
Managing Client Relationship	1 Day

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Soft Skill Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
Self and Time Management during Pandemic	1 Day
Communication Skills	1 Day
Business Correspondence in a Corporate World	2 Days
Goal Setting and getting things done	2 Days
Advanced Presentation Skills	1 Day
Teamwork and Team Building Workshop	1 Day
Professional Leadership	1 Day
Positive Attitude at workplace	1 Day
Happiness At Work	1 Day

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HR Related Courses

As required by individuals and/or client companies, the following courses may be arranged as per request:

Course	Duration
Training Needs Analysis (TNA) Workshop)	1 Day
Performance Evaluation Management	1 Day
Employee Satisfaction Survey	1 Day
Conducting Meetings Successfully	1 Day
UAE Labour Law and Tawteen Gate	1 Day
HR for non-HR executive	1 Day

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