

# 2017 Training Calendar

## Management Systems Courses (January – June)

<b>Introductory &amp; Internal Auditor</b>										
Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
QMS-01	ISO 9001:2015 Quality Management System(Introductory & Internal Auditor)	2	Dubai	4-5	1-2	1-2	3-4	3-4	4-5	1980
			Abu Dhabi	11-12	8-9	8-9	10-11	10-11	6-7	
QMS-02	ISO 9001:2015 Quality Management System(Transition Course)	1	Dubai	3	7	2	17	17	12	1350
			Abu Dhabi	10	14	9	25	24	19	
EMS-01	ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2	Dubai	9-10	15-16	15-16	5-6	8-9	14-15	1980
			Abu Dhabi	17-18	22-23	22-23	12-13	15-16	20-21	
EMS-02	ISO 14001:2015 Environmental Management System (Transition Course)	1	Dubai	9	26	28	20	1	12	1350
			Abu Dhabi	19	28	29	27	8	19	
OHSAS-01	Occupational Health and Safety Course as per BS OHSAS 18001:2007 Standard (Introductory & Internal Auditor)	2	Dubai	2-3	7-8	7-8	17-18	30-31	29-30	1980
			Abu Dhabi	8-9	14-15	14-15	26-27	24-25	7-8	
IMS - 01	Integrated Management System - based on ISO 14001 and BS OHSAS 18001 (Introductory & Internal Auditor)	2	Dubai	18-19	21-22	21-22	19-20	9-10	19-20	2950
			Abu Dhabi	16-17	27-28	28-29	26-27	16-17	11-12	
IMS - 02	Integrated Management System - based on ISO 9001, ISO 14001 and BS OHSAS 18001 (Introductory & Internal Auditor)	2	Dubai	22-23	5-6	5-6	3-4	21-22	21-22	2950
			Abu Dhabi	29-30	12-13	12-13	12-13	10-11	14-15	
ITSM-01	ISO 20000-1:2011 Information Technology Service Management (Introductory and Internal Audit)	2	Dubai	11-12	19-20	15-16	17-18	3-4	6-7	2950
			Abu Dhabi	18-19	22-23	19-20	25-26	7-8	12-13	
FSMS-01	ISO 22000:2005 Food Safety Management System & HACCP (Introductory & Internal Auditor)	3	Dubai	3-5	5-7	5-7	4-6	8-10	6-8	3960
			Abu Dhabi	10-12	12-14	26-27	11-13	15-17	13-15	
<b>Lead Auditor (IRCA approved)</b>										
QMS-03	ISO 9001:2015 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	8-12	5-9	5-9	2-6	7-11	4-8	4950
EMS-03	ISO 14001:2015 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	15-19	12-16	12-16	9-13	14-18	11-15	4950
OHSAS-02	OHSAS 18001:2007 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	22-26	19-23	19-23	16-20	21-25	18-22	4950

# 2017 Training Calendar

## Safety Courses (January – June)

### Safety Courses

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
BFA-01	Basic First Aid Training	1	Dubai	5	16	16	6	1	1	350
			Abu Dhabi	12	23	28	13	8	8	
CSE-01	Confined Space Entry	1	Dubai	2	20	29	30	24	6	1475
			Abu Dhabi	31	27	9	3	31	13	

### Admin and Secretarial

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
SST-01	Front Staff & Receptionist's Excellence Education	1	Dubai	3	7	6	3	1	1	1350
			Abu Dhabi	10	14	13	10	8	8	
SST-10	Brilliant Office Assistant of Today	1	Dubai	21	19	9	16	17	21	950
			Abu Dhabi	28	26	16	23	24	29	
SST-11	Making the EXECUTIVE SECRETARY exceptional	2	Dubai	3-4	1-2	27-28	18-19	30-31	18-19	2950
			Abu Dhabi	10-11	8-9	29-30	25-26	24-25	20-21	
SST-16	Train the Trainer Workshop	2	Dubai	8-9	15-16	13-14	26-27	9-10	18-19	3000
			Abu Dhabi	15-16	22-23	20-21	19-20	16-17	20-21	
SST-20	Effective Supervisory Skills	1	Dubai	19	7	2	20	15	15	1950
			Abu Dhabi	26	14	9	27	22	22	

### Customer Service and Sales

SST-03	Strategic Negotiation Skills	1	Dubai	4	1	20	4	29	29	1950
			Abu Dhabi	19	7	2	20	15	15	
SST-09	Sales & Marketing Workshop - Master in Sales Creation	2	Dubai	18-19	15-16	13-14	26-27	9-10	18-19	2950
			Abu Dhabi	25-26	22-23	20-21	19-20	16-17	20-21	
SST-13	Customer Service / Call Center Training	1	Dubai	18	7	19	20	18	15	1475
			Abu Dhabi	25	14	26	27	4	22	
SST-17	Managing Client Relationship	1	Dubai	10	26	27	12	23	5	1475
			Abu Dhabi	17	2	7	13	3	12	

### Personality and Professional Development

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
SST-02	Self and Time Management	1	Dubai	17	21	7	17	15	15	1475
			Abu Dhabi	24	28	14	25	22	22	
SST-04	Communication Skills	1	Dubai	11	8	27	11	2	4	1950
SST-05	Business Correspondence in a Corporate World	1	Dubai	18	15	7	18	9	11	1250
			Abu Dhabi	25	22	14	25	16	18	
SST-06	Goal Setting and getting things done	1	Dubai	5	27	21	5	23	25	1350
			Abu Dhabi	12	2	28	12	30	29	
SST-08	Advanced Presentation Skills	2	Dubai	4-5	22-23	14-15	25-26	8-9	19-20	2550
			Abu Dhabi	11-12	20-21	21-22	19-20	15-16	21-22	
SST-14	Teamwork and Team Building Workshop	1	Dubai	5	21	16	4	11	29	1350
			Abu Dhabi	12	28	23	11	18	5	
SST-18	Professional Leadership	2	Dubai	25-26	8-9	13-14	17-18	17-18	14-15	3000
			Abu Dhabi	30-31	15-16	20-21	19-20	10-11	19-20	
SST-19	Positive Attitude at workplace	1	Dubai	5	16	28	6	1	1	1475
			Abu Dhabi	12	23	29	13	8	8	
SST-23	Happiness At Work	1	Dubai	2	20	29	30	24	6	1875
			Abu Dhabi	31	27	9	3	31	13	

# 2017 Training Calendar

## HR Related Courses (January – June)

### HR Related Courses

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
SST-07	Training Needs Analysis (TNA) Workshop	1	Dubai	19	9	1	19	3	5	1475
			Abu Dhabi	26	16	8	26	10	12	
SST-12	Performance Evaluation Management	1	Dubai	17	14	5	6	4	1	1350
			Abu Dhabi	24	21	12	13	25	8	
SST-15	Employee Satisfaction Survey	1	Dubai	19	1	30	18	25	12	1475
			Abu Dhabi	24	8	6	19	2	19	
SST-21	Conducting Meetings Successfully	1	Dubai	3	21	16	2	29	29	1950
			Abu Dhabi	10	23	23	9	3	7	
SST-22	UAE Labour Law	1	Dubai	17	6	15	16	10	14	1875
			Abu Dhabi	24	13	22	23	17	21	
SST-24	HR for non-HR executive	1	Dubai	22	2	16	10	4	20	1875
			Abu Dhabi	29	9	23	17	11	4	
SST-25	Managing Medical Insurance	1	Dubai	20	16	29	4	18	11	1875
			Abu Dhabi	27	23	30	11	25	8	

### Finance and Accounting Course

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE (AED)
SST-29	Understanding UAE VAT	1	Dubai	19	9	1	19	3	5	995
			Abu Dhabi	26	16	8	26	10	12	
SST-30	Bank Guarantees & Letters of Credit	1	Dubai	17	14	5	6	4	1	2250
			Abu Dhabi	24	21	12	13	25	8	
SST-31	Corporate Finance	5	Abu Dhabi	8-12	5-9	5-9	2-6	7-11	8-12	4950
SST-32	Creating and Implementing Effective Internal Controls	2	Dubai	4-5	22-23	14-15	25-26	8-9	19-20	3250
			Abu Dhabi	11-12	20-21	21-22	19-20	15-16	21-22	
SST-33	Improved Management Performance Through Budgeting & Cost Control	5	Abu Dhabi	15-19	12-16	12-16	9-13	14-18	11-15	4950
SST-34	Internal Audit Basics	5	Abu Dhabi	22-26	19-23	19-23	16-20	21-25	18-22	4950
SST-34	Capital Investment Decisions	2	Dubai	8-9	15-16	13-14	26-27	9-10	18-19	3250
			Abu Dhabi	15-16	22-23	20-21	19-20	16-17	20-21	
SST-35	Financial Accounting and Reporting	21	3-hour sessions   Sixteen (16) 4-hour sessions   Ten (10) 6-hour sessions							5500

For more information log on to  
[www.tatweer.ae](http://www.tatweer.ae)

Mode of Payment: Cheque in the name of TATWEER or Bank Transfer  
Note: Seat reservation will only be confirmed upon receipt of Payment

#### CUSTOMIZED ONSITE TRAINING AT YOUR PREMISES

Organizations with 8-12 delegates who need training on any of the above topics provided by Tatweer are eligible for additional 20% discount on training investment, provided venue arrangements will be made by the client.