

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

### Safety Courses

Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE (AED)
BFA-01	Basic First Aid Training	1	Dubai	5	16	14	3	1	5	350
			Abu Dhabi	12	23	21	10	8	7	
CSE-01	Confined Space Entry	1	Dubai	2	20	28	30	23	6	1475
			Abu Dhabi	31	27	7	31	30	13	

<b>Admin and Secretarial</b>										
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE (AED)
SST-01	Front Staff & Receptionist's Excellence Education	1	Dubai	3	7	6	3	1	4	1350
			Abu Dhabi	10	14	13	10	8	11	
SST-10	Brilliant Office Assistant of Today	1	Dubai	20	20	7	16	16	18	950
			Abu Dhabi	27	27	14	23	23	25	
SST-11	Making the EXECUTIVE SECRETARY exceptional	2	Dubai	3-4	1-2	27-28	18-19	29-30	18-19	2950
			Abu Dhabi	10-11	8-9	25-26	25-26	22-23	20-21	
SST-16	Train the Trainer Workshop	2	Dubai	12-13	15-16	13-14	22-23	8-9	18-19	3000
			Abu Dhabi	16-17	22-23	20-21	15-16	14-15	20-21	
SST-20	Effective Supervisory Skills	1	Dubai	19	7	4	18	15	14	1950
			Abu Dhabi	26	14	5	24	22	21	
<b>Customer Service and Sales</b>										
SST-03	Strategic Negotiation Skills	1	Dubai	4	1	20	4	29	28	1950
			Abu Dhabi	19	7	4	19	15	14	
SST-09	Sales & Marketing Workshop - Master in Sales Creation	2	Dubai	17-18	15-16	13-14	23-24	7-8	18-19	2950
			Abu Dhabi	25-26	22-23	20-21	16-17	12-13	20-21	
SST-13	Customer Service / Call Center Training	1	Dubai	18	7	19	9	19	17	1475
			Abu Dhabi	25	14	26	11	2	24	
SST-17	Managing Client Relationship	1	Dubai	10	27	27	12	23	31	1475
			Abu Dhabi	17	2	7	2	5	12	

### Personality and Professional Development

Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE (AED)
SST-02	Self and Time Management	1	Dubai	17	21	7	17	15	10	1475
			Abu Dhabi	24	28	14	25	22	24	
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	28	
SST-08	Advanced Presentation Skills	2	Dubai	4-5	22-23	12-13	9-10	8-9	19-20	2550
			Abu Dhabi	11-12	20-21	18-19	18-19	15-16	6-7	
SST-14	Teamwork and Team Building Workshop	1	Dubai	5	21	17	4	12	4	1350
			Abu Dhabi	12	28	22	11	19	5	
SST-18	Professional Leadership	2	Dubai	25-26	8-9	13-14	17-18	26-27	12-13	3000
			Abu Dhabi	30-31	15-16	20-21	15-16	6-7	26-27	
SST-19	Positive Attitude at workplace	1	Dubai	5	16	28	5	1	4	1475
			Abu Dhabi	12	23	17	12	8	7	
SST-23	Happiness At Work	1	Dubai	2	20	28	30	22	6	1875
			Abu Dhabi	31	27	10	31	12	13	

### HR Related Courses

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

### Finance and Accounting Course

Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE (AED)
SST-29	Understanding UAE VAT	1	Dubai	19	9	4	19	2	5	995
			Abu Dhabi	26	16	6	26	9	12	
SST-30	Bank Guarantees & Letters of Credit	1	Dubai	17	14	10	5	5	19	2250
			Abu Dhabi	24	21	12	12	23	18	
SST-31	Corporate Finance	5	Abu Dhabi	13-16	5-9	10-14	1-5	5-9	10-14	4950
SST-32	Creating and Implementing Effective Internal Controls	2	Dubai	4-5	22-23	18-19	22-23	8-9	19-20	3250
			Abu Dhabi	11-12	20-21	20-21	29-30	15-16	17-18	
SST-33	Improved Management Performance Through Budgeting & Cost Control	5	Abu Dhabi	27-30	12-16	24-28	22-26	12-16	24-28	4950
SST-34	Internal Audit Basics	5	Abu Dhabi	20-23	19-23	17-21	15-19	26-30	17-21	4950
SST-35	Capital Investment Decisions	2	Dubai	9-10	15-16	6-7	3-4	20-21	18-19	3250
			Abu Dhabi	16-17	22-23	20-21	11-12	15-16	27-28	
SST-36	Financial Accounting and Reporting	21	3-hour sessions   Sixteen (16) 4-hour sessions   Ten (10) 6-hour sessions							5500

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