

PUBLIC TRAINING SCHEDULE 2009

MANAGEMENT SYSTEM TRAININGS											
COURSE CODE	COURSE TITLE	DAYS	VENUE	Mar	Apr	May	Jun	Jul	Aug	Sept	FEE (AED)
QMS-01	ISO 9001:2008 Quality Management System (Introductory and Internal Audit)	2	Dubai						5 - 6		1980
			Abu Dhabi	15-16	22-23	20-21	14-15	22-23	16 - 17		
QMS-02	Become an Effective Management Representative in Accordance with ISO 9001:2008	2	Dubai		19-20		21-22				1980
QMS-03	ISO 9001:2008 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai Abu Dhabi								4950
EMS-01	ISO 14001:2004 Environmental Management System (Introductory and Internal Audit)	2	Dubai	29-30		17-18		1 - 2	12-13		1980
			Abu Dhabi	31-1			29-30				
EMS-02	ISO 14001:2004 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai Abu Dhabi								4950
OHSAS-01	Occupational Health and Safety Course as per OHSAS 18001:2007 Standard	2	Dubai	11 - 12	15-16	13-14	7 - 8	15-16	9 - 10		1980
			Abu Dhabi	22-23	26-27	24-25	24-25	26-27			
OHSAS-02	OHSAS 18001:2007 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai Abu Dhabi								4950
ISMS-01	ISO 27001:2005 Information Security Management System (Introductory and Internal Audit)	2	Dubai			27-28	9-10	13-14			2950
			Abu Dhabi			23-24	27-28	7-8	1 - 2		
ITSM-01	ISO 20000-1:2005 Information Technology Service Management (Introductory and Internal Audit)	2	Dubai			30-31	16-17	18-19			2950
			Abu Dhabi			9-10	22-23	11-12	8 - 9		
SOFT SKILLS, HR and FINANCE TRAININGS											
COURSE CODE	COURSE TITLE	DAYS	VENUE	Mar	Apr	May	Jun	Jul	Aug	Sept	FEE (AED)
SST-01	Self and Time Management	1	Dubai	15	20	24	14	12	17		1475
			Abu Dhabi	17	23	17	15	13	16		
SST-02	Employee Satisfaction Assessment Workshop	1	Dubai		21		17				1475
			Abu Dhabi	19		19		15			
SST-03	Negotiation Skills	1	Dubai	1	7	10	9	12			1950
SST-04	Communication Skills	2	Dubai	2 - 3	8 - 9	11 - 12	10 - 11	13 - 14			2950
SST-05	Training Needs Analysis (TNA) Workshop	1	Dubai		22		18				1475
			Abu Dhabi	22		20		16			
SST-06	Advanced Presentation Skills - Be a Superior Communicator	2	Dubai		27-28		21-22				2550
			Abu Dhabi	23-24		25-26		19-20			
SST-07	Emirati Induction Program	1	Dubai					8			1350
			Abu Dhabi			27	2		15		
SST-08	Front Staff & Receptionist's Excellence Education	1	Dubai			25		9			1350
			Abu Dhabi			28			16		
SST-09	Brilliant Office Assistant of Today	1	Dubai			26		10			950
			Abu Dhabi					3		17	
SST-10	Making the EXECUTIVE SECRETARY exceptional	1	Dubai			24		11			1350
			Abu Dhabi					4		18	
SST-11	On-Site Training for ACL Technology	1	Dubai								Neg
			Abu Dhabi								
SST-12	Corporate Correspondence	1	Dubai					22	6		1250
			Abu Dhabi					9	9		
SST-13	Customer Service	3	Dubai					23	13		3100
			Abu Dhabi					21	12		

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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

Organization with 6 -15 delegates who need training on any of the above topics provided by Tatweer are eligible for additional 25% discount on training investment, provided venue arrangements will be made by the client.

Consultancy Solutions

Tatweer can assist your organization in achieving certification for ISO 9001, ISO 14001, OHSAS 18001, ISO 27001 and ISO 20000 as well as assist in preparing you for Excellence Awards such as Dubai Quality Award (DQA), Sheikh Khalifa Excellence Award (SKEA), Sheikh Khalifa Industry Award (SKIA), Princess Haya Award for Special Education (PHASE) and many more regional and international standards.

For inquiries, registration and other onsite trainings and consultancy,
Please contact us through training@tatweer.ae or Phone **+971-2-6815957** Fax **+971-2-6815958**