

PUBLIC TRAINING SCHEDULE for 2012

MANAGEMENT SYSTEM TRAININGS

COURSE CODE	COURSE TITLE	DAYS	VENUE	Jan	Feb	Mar	Apr	May	June	July	FEE (AED)
QMS-01	ISO 9001:2008 Quality Management System (Introductory and Internal Audit)	2	Dubai	11-12	8-9	7 - 8	11-12	9-10	3-4	4-5	1980
			Abu Dhabi	25-26	22-23	28 -29	25-26	23-24	17-18	22-23	
QMS-02	Become an Effective Management Representative in Accordance with ISO 9001:2008	2	Dubai	please call 02-6815957 for schedule update							1980
QMS-03	ISO 9001:2008 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	please call 02-6815957 for schedule update							4950
			Abu Dhabi								
EMS-01	ISO 14001:2004 Environmental Management System (Introductory and Internal Audit)	2	Dubai	4-5	1-2	4 - 5	9-10	2-3	5-6	8-9	1980
			Abu Dhabi	18-19	15-16	18 - 19	23-24	16-17	19-20	25-26	
EMS-02	ISO 14001:2004 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	please call 02-6815957 for schedule update							4950
OHSAS-01	Occupational Health and Safety Course as per OHSAS 18001:2007 Standard	2	Dubai	8-9	5-6	14 - 15	4-5	7-8	11-12	10-11	1980
			Abu Dhabi	22-23	19-20	26 - 27	18-19	21-22	25-26	29-30	
OHSAS-02	OHSAS 18001:2007 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	please call 02-6815957 for schedule update							4950
ISMS-01	ISO 27001:2005 Information Security Management System (Introductory and Internal Audit)	2	Dubai		1-2		4-5		13-14		2950
			Abu Dhabi	4-5		7 - 8		6-7		1	
ITSM-01	ISO 20000-1:2005 Information Technology Service Management (Introductory and Internal Audit)	2	Dubai		15-16		18-19		27-28		2950
			Abu Dhabi	11-12		18 - 19		20-21		24-25	
FSMS-01	ISO 22000:2005 Food Safety Management System (Introductory and Internal Audit)	2	Dubai	15-16	12-13	11 - 12	2-3	13-14	6-7	1-2	1980
			Abu Dhabi	29-30	26-27	21 - 22	16-17	27-28	27-28	30-31	
FSMS-02	HACCP Lead Auditor Course (CCFRA Registered)	5	Dubai	please call 02-6815957 for schedule update							6500

SOFT SKILLS and HR TRAININGS

COURSE CODE	COURSE TITLE	DAYS	VENUE	Jan	Feb	Mar	Apr	May	June	July	FEE (AED)
SST-01	Self and Time Management	1	Dubai	10	7	6	8	1	14	3	1475
			Abu Dhabi	24	21	20	22	15	28	10	
SST-02	Employee Satisfaction Assessment Workshop	1	Dubai	8		1		6		11	1475
			Abu Dhabi		7		1		10		
SST-03	Negotiation Skills	1	Dubai	17	14	13	15	10	14	19	1950
SST-04	Communication Skills	2	Dubai	9-10	8-9	11 - 12	29-30	23-24	21-22	21-22	2950
SST-05	Training Needs Analysis (TNA) Workshop	1	Dubai	15	12	5	12	9	11	12	1475
			Abu Dhabi	29	26	25	26	23	25	18	
SST-06	Advanced Presentation Skills - Be a Superior Communicator	2	Dubai	16-17	5-6	4 - 5	2-3	16-17	13-14	4-5	2550
			Abu Dhabi	30-31	19-20	21 - 22	16-17	30-31	27-28	25-26	
SST-07	Emirati Induction Program	1	Dubai		14		11		17		1350
			Abu Dhabi	18		6		13		23	
SST-08	Front Staff & Receptionist's Excellence Education	1	Dubai	19	13	8	9	8	7	9	1350
			Abu Dhabi	31	27	22	23	29	21	21	
SST-09	Brilliant Office Assistant of Today	1	Dubai	11	9	13	10	14	13	15	950
			Abu Dhabi	25	23	27	24	28	27	22	
SST-10	Making the EXECUTIVE SECRETARY exceptional	1	Dubai	12	8	11	5	3	5	29	1350
			Abu Dhabi	22	22	26	19	22	26	30	
SST-11	Training for ACL Technology	1	Dubai	Course is offered in on-site basis							Neg
			Abu Dhabi								
SST-12	Corporate Correspondence	1	Dubai	8	7	1	8	2	6	12	1250
			Abu Dhabi	29	21	15	22	30	27	17	
SST-13	Customer Service / Call Center Training	3	Dubai	15-17	12-14	6 - 8	10-12	15-17	12-14	1-3	3100
			Abu Dhabi	29-31	27-29	27 - 29	24-26	29-31	26-28	17-19	
SST-14	Six Sigma - Awareness Training	1	Dubai	16	2	14	11	1	4	2	1350
			Abu Dhabi	30	23	28	25	27	25	16	

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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 10% 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**