

PUBLIC TRAINING SCHEDULE for January – July 2013

MANAGEMENT SYSTEM TRAININGS

COURSE CODE	COURSE TITLE	DAYS	VENUE	Jan	Feb	Mar	Apr	May	Jun	Jul	FEE (AED)
QMS-01	ISO 9001:2008 Quality Management System (Introductory and Internal Audit)	2	Dubai	2-3	4-5	3-4	2-3	5-6	4-5	6-7	1980
			Abu Dhabi	27-28	24-25	20-21	29-30	22-23	19-20	14-15	
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	7-8	6-7	6-7	10-11	8-9	9-10	9-10	1980
			Abu Dhabi	21-22	20-21	25-26	24-25	26-27	23-24	23-24	
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	9-10	11-12	10-11	9-10	12-13	11-12	21-22	1980
			Abu Dhabi	23-24	17-18	27-28	21-22	28-29	26-27	30-31	
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		27-28		8-9		12-13		2950
			Abu Dhabi	16-17		12-13		14-15		17-18	
ITSM-01	ISO 20000-1:2005 Information Technology Service Management (Introductory and Internal Audit)	2	Dubai		19-20		16-17		17-18		2950
			Abu Dhabi	13-14		17-18		20-21		15-16	
FSMS-01	ISO 22000:2005 Food Safety Management System (Introductory and Internal Audit)	2	Dubai	15-16	13-14	5-6	7-8	6-7	2-3	10-11	1980
			Abu Dhabi	20-21	18-19	13-14	23-24	21-22	16-17	24-25	
HACCP	HACCP (Introductory and Internal Audit)	2	Dubai	16-17	10-11	19-20	17-18	15-16	10-11	2-3	1980
			Abu Dhabi	30-31	20-21	24-25	15-16	27-28	25-26	22-23	

SOFT SKILLS and HR TRAININGS

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

For more information log on to 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

Organization with 8-15 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**