

# *Training Calendar*

## **Courses in Business and Leadership**

---

### **Abu Dhabi**

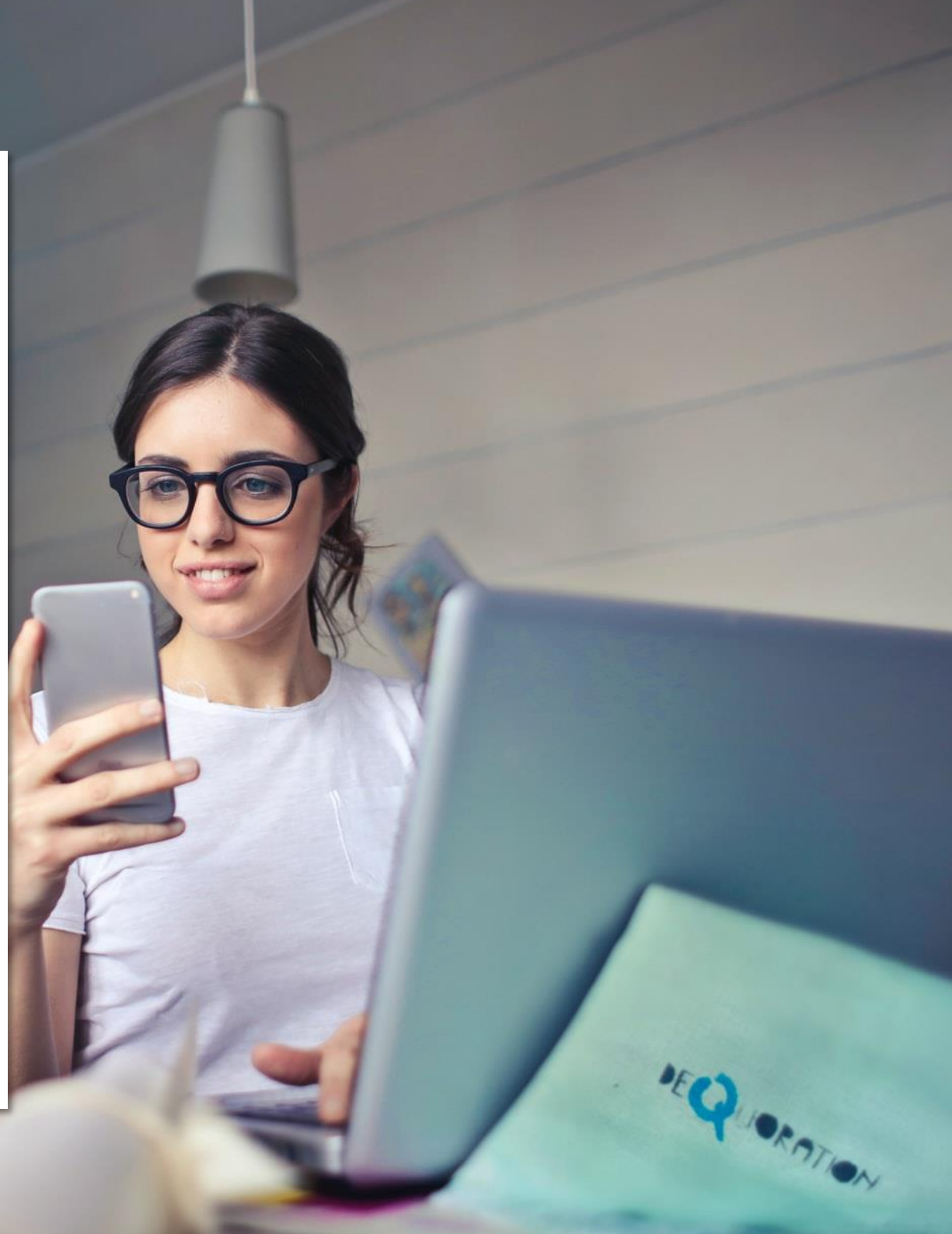
Muroor Road, Near Bus Station Abu Dhabi, UAE

### **Al Bahia**

Near Deerfields Mall, Al Bahia

### **Al Ain**

Opposite Towaya Park, Al Meryal Area, Al Ain



S.#	Course Title	Trainer	Dates	Duration (hrs)	Format of Delivery	Timing
1	Certified Associate in Project Management (2) <b>(CAPM)®</b> (This course is designed for non-experienced project team members & junior seeking to gain more responsibility or add project management skills into their current role)	Nasib Roumia/Tarik Al Harki/ Ahamd Khalil / Amer Bander	24/Jan/2021 14/Feb/2021 21/Mar/2021 13/June/2021	36	3 hours per day x 3 days a week (Mon, Tues, Wed)	Morning / Afternoon
2	Project Management Professional (6) <b>(PMP)® 7th Edition</b> (This Training is for experienced project managers who desire to increase their project management skills)	Nasib Roumia/Tarik Al Harki/ Ahamd Khalil / Amer Bander	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	36	4 hours per day x 2 days a week (Fri / Sat)	Morning / Afternoon
3	Risk Management Professional(3) <b>(RMP)®</b> (This course will benefit anyone interested in learning the fundamentals of managing risk or individuals preparing for PMI®RMP certification exam)	Nasib Roumia/Tarik Al Harki/ Ahamd Khalil / Amer Bander	10/Jan/2021 14/Feb/2021 21/Mar/2021 13/June/2021	36	3 hours per day x 3 days a week (Mon, Tues, Wed)	Morning / Afternoon
4	<b>Modern Accounting (3)</b> (This Program designed for individuals seeking to improve their knowledge in accounting & Financial statements & cost control )	Amjad / Htham /Tarik Kandil/Ibrhim Sabbah	10/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	60	4 hours per day x 2 days a week (Fri / Sat)	Afternoon
5	Certified Management Accountants (2) <b>CMA</b> (The CMA is tailor-made for finance professionals at all levels, whether you want to enhance your value to your current organization or expand your career potential)	Tmem Al Kik / Michel Mamary / Htham Ali / Muaiaad Alharieri	24/Jan/2021  09/May/2021  27/June/2021	120	3 hours per day x 3 days a week (Sun & Tues&Thurs only)	Morning / Evening
6	Certified Human Resources Professional (4) <b>CHRP</b> (this course will enable you to transform yourself and your	Ahmed Hamdan/ Omar Abdel Fattah /Ayman Ihab/Ossama Bader	24/Jan/2021 14/Feb/2021 21/Mar/2021	36	2 hours per day x 5 days a week (Sun to Thurs)	Morning / Evening

	HR department into a business partner capable of delivering results and adding value to your organization.		16/May/2021 13/June/2021			
7	<b>Strategic Management (3)</b> (This Strategic Management course focuses on delivering a high-level practical understanding of the complete elements of the subject – analysis, planning, implementation, review, development.)	Nada Abdden / Omar Abdel Fattah / Ayman Ihab	10/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 3 days a week	Morning / Afternoon / Evening
8	<b>Effective Budgeting and Cost Control (4)</b> (This course is designed for All managers, supervisors and analysts who prepare or use management budgets)	Ibrahim Sobbahi / Tarik Kandil/Zaher Hussen	24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 3 days a week	Morning / Afternoon / Evening
9	<b>Business Writing Techniques (3)</b> (All individuals with responsibilities requiring extensive business writing in the form of emails, memos and letters)	Lama Al Taher/omar Abdel Fattah	10/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	20	3 hours per day x 3 days a week	Morning / Afternoon / Evening
10	<b>Modern Office Management &amp; Secretarial Skills (3)</b> (This course designed for those interested in qualifying for entry level supervisory or managerial office positions, as well as those currently in related positions and seeking to improve their professional knowledge)	Saayda/Omar Abdel Faatah /Nada	17/Jan/2021 31/Jan/2021 21/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	36	4 hours per day x 2 days a week (Fri / Sat)	Afternoon
11	<b>Time Management &amp; Stress Control (6)</b> (This course is designed for all managers, supervisors and employees who wish to improve their management of time and reduce stress levels in order to enhance their performance at work and in life in general)	Asia Amir/Mohammad Ibrahim	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	2 hours per day x 3 days a week	Afternoon
12	<b>IBS Module - Time Management (4)</b>	Omar Abdel Fattah /Saadya	17/Jan/2021 31/Jan/2021	15	3 hours per day x 3 days a week	Morning / Afternoon

	(This Course is designed to ensure that you are aware of your current time management techniques and what you can do to improve them over the short, medium & long term)		21/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021			
13	<b>IBS Module - Customer Service(4)</b> (This course designed to give delegates an understanding, both practically and theoretically, of the importance of customer service )	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
14	<b>IBS Module - Self Awareness (4)</b> (This course designed to introduces some of the skills and techniques that are available to managers and employees to greatly assist their own and their team's personal development)	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
15	<b>IBS Module - People Skills (4)</b> (This course designed closely at some of the key issues that arise when dealing with people and aims to equip delegates with the necessary skills to deal with teams and the conflict that may arise)	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
16	<b>IBS Module - Business Communication (4)</b> (This Course introduces some of the cultural business expectations that are to be expected in the modern business environment. The award also introduces the important concept of business ethics)	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
17	<b>IBS Module - Business Etiquette (4)</b> (Understanding business etiquette, the established convention in which businesses relate to each other, is an essential skill for a business employee )	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon



18	<b>IBS Module - Business Basics and Finance(4)</b>  (Basic financial planning is introduced and there is a focus on making best use of available resources, with particular emphasis placed on the importance of cash flow to the business.)	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
19	<b>IBS Module - IT for Business</b>  (This Course designed to explores some of the more common technologies in everyday business and aims to give students an understanding of the technical and management skills required in the rapidly changing IT and business environment.)	Omar Abdel Fattah /Saadya	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	15		Morning / Afternoon
20	<b>Train the Trainer (2)</b>  (This course aims at providing trainers with the knowledge and skills required to design and deliver their training session)	Yassmen / Omar Abdel Fattah	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	35		Morning / Afternoon
21	<b>Contract Management (2)</b>  (The overall aim of this course is to provide participants with the knowledge, skills and tools required to manage contracts from inception to closure)	Ayman Sokrey /Nader Soliman	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30		Morning / Afternoon
22	<b>Block Chain (2)</b>  (This course is for analysts, managers or C-level executives who will work with blockchain on a daily basis or are in need of knowledge to develop a blockchain strategy)	Tarik Kandil	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30		Morning / Afternoon
23	<b>Certificate in Key Performance Indicators (KPI) (2)</b>  (who are involved in influencing, formulating or supporting	Nada / Muwfeq	10/Jan/2021 24/Jan/2021 14/Feb/2021	30	2 hours per day x 5 days a week (Sun to Thurs only)	Afternoon

	the long term planning and strategy of their department or organization, as well as those who are responsible for linking, measuring and improving the performance of the organization)		21/Mar/2021 16/May/2021 13/June/2021			
24	<b>Creative Problem Solving and Decision Making (3)</b> (This Course Designed for Managers, supervisors and administrators who will benefit from better problem solving and decision making skills)	Mohammad Ibrahim /Muwfeq AL Rubbai	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	2 hours per day x 5 days a week (Sun to Thurs only)	Afternoon
25	<b>Finance for Non-Finance (3)</b> (This course designed for Managers, supervisors, and team leaders who are not financial professionals but involved in financial operations, cycles, budgets and decision making)	Ibrahim sobbhi	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	2 hours per day x 5 days a week (Sun to Thurs only)	Evening
26	<b>Managing Conflict: Power through Influence (4)</b> (This course for individuals who want to expand their conflict resolution skills, understand their own emotions and behaviors, and find productive ways to manage conflict with influence)	Nada / Asia /Omar	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	2 hours per day x 5 days a week (Sun to Thurs only)	Morning
27	<b>Tactical Purchasing Practices for Cost Optimization (2)</b> (This course designed for Buyers, senior buyers, purchasing supervisors, purchasing managers and all other personnel who need to understand the purchasing function)	Ayman Sokry /Tarik Kandil / Ibrahim Abdel Saameh	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	35	3 hours per day x 5 days a week	Morning / Afternoon
28	<b>Emotional Intelligence (2)</b> This course focus on Increase deliberateness in making decision & How to utilize self-awareness in enhancing your emotional intelligence in managing yourself and managing others.	Omar / Lama Al Taher	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 3 days a week	Morning / Afternoon

29	<b>Team Leader (3)</b> This course designed for Managers, supervisors, and team leaders who are responsible for building and maintaining effective teams in the work environment	Nada / Lama At	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 5 days a week	Morning / Afternoon
30	<b>Forecasting and Analyzing Cash Flow (4)</b> (This training you will learn cash flow and working capital management to maximize the use of cash. You will also learn how to prepare cash flow statements under direct and indirect methods)	Tarik kandil /Zaher Huassen	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 3 days a week	Morning / Afternoon
31	<b>Future Foresight in Managing Business (3)</b> (All those who wish to improve their foresight skills to a noticeable level using a strictly hands-on approach)	Tarik Al Hraki	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	20	3 hours per day x 5 days a week	Morning / Afternoon
32	<b>Presentation Skills &amp; Public Speaking (2)</b> (All those who wish to improve their presentation skills to a noticeable level )	Omar Murad	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	3 hours per day x 5 days a week	Morning / Afternoon
33	<b>Maintenance Planning &amp; Work Control In Oil&amp;Gas (4)</b> Training Focus on Cost effective strategies, policies, tactics and practices that are needed to ensure the reliability, integrity and durability of the physical assets through their life-cycle by proper planning and control of the Maintenance activities	Eng -Mohammad Saad/Samir Abd Kahfi	10/Jan/2021 16/May/2021 13/June/2021	30	3 hours per day x 5 days a week	Morning / Afternoon
34	<b>Warehouse Operations and Management (2)</b> (This Course designed for Those involved in warehousing	Abdel Rahman	24/Jan/2021	30	3 hours per day x 5 days a week	Morning / Afternoon

	(store) activities, both at the operational and supervisory levels)		21/Mar/2021 13/June/2021			
35	<b>Supply Chain and Logistics Management (3)</b> (This course covers the latest essential practices in forecasting, planning, procurement, transportation, warehousing and logistics. It also covers the Supply Chain Operations Reference (SCOR) framework for continuous performance improvement across the supply chain)	Taik Kandil / Ayman Sokry / Abdul Rahman Al Tahan	24/Jan/2021 14/Feb/2021 21/Mar/2021 13/June/2021	30	2 hours a day x 3 days a week (Fri/Sat/Sun)	Evening
36	<b>CIA (2)</b> This Program Consisting of three parts 1-Essentials of Internal Auditing 2-Practice of Internal Auditing 3-Business Knowledge for Internal Auditing	Michail Mamary	10/Jan/2021 16/May/2021	100	2 hours a day x 3 days a week (Fri/Sat/Sun)	Evening
37	<b>Balance Scorecard (3)</b> All managers and supervisors involved in strategic planning and performance management. The course is also very helpful to those involved in improving performance and measuring results.	Michail Mamary	24/Jan/2021 14/Feb/2021 16/May/2021 13/June/2021	30	2 hours a day x 3 days a week (Fri/Sat/Sun)	Evening
38	<b>FIDIC Contract (3)</b> This course is designed to provide practical guidance to those involved in the management or administration of projects where use of FIDIC forms of contracts is required.	Nader Soluman	10/Jan/2021 14/Feb/2021 16/May/2021 13/June/2021	30	2 hours a day x 3 days a week (Fri/Sat/Sun)	Evening
39	<b>Facility Planning &amp; Management (3)</b> This course is designed to Personnel who are interested in learning facility management and the considerations that affect facility management.	Samir Abd Alkafai	10/Jan/2021 24/Jan/2021 14/Feb/2021 21/Mar/2021 16/May/2021 13/June/2021	30	2 hours a day x 3 days a week (Fri/Sat/Sun)	Evening