



# Training Calendar

## *Business Courses*

**Al Bahia**

Near Deerfields Mall, Al Bahia Phone : **02-2015000** | [Direction](#)

**Email** : [info@khawarizmi.com](mailto:info@khawarizmi.com) **Website** : [www.training.kic.ae](http://www.training.kic.ae)

2023

# 2023

## Training Calendar

### "Business Courses"

S.#	Scheduled Training's	Proposed Dates of Course commencement	Total Duration of the Course (hrs)	Format of Delivery	Timing
1	<p><b>Certified Associate in Project Management (CAPM)®</b></p> <p>This course is designed for non-experienced project team members &amp; junior seeking to gain more responsibility or add project management skills into their current role</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023 03/07/2023	36	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
2	<p><b>Project Management Professional (PMP)® 7th Edition</b></p> <p>This Training is for experienced project managers who desire to increase their project management skills</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023 03/07/2023	36	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
3	<p><b>Risk Management Professional (RMP)®</b></p> <p>This course will benefit anyone interested in learning the fundamentals of managing risk or individuals preparing for PMI®RMP certification exam</p>	13/02/2023 08/05/2023	36	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
4	<p><b>Modern Accounting</b></p> <p>This Program designed for individuals seeking to improve their knowledge in accounting &amp; Financial statements &amp; cost control</p>	23/01/2023 06/03/2023 08/05/2023 11/06/2023 10/07/2023	36	<p><b>Weekdays:</b> 2 hours per day x 4 days a week, or</p> <p><b>Weekend:</b> 3 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
5	<p><b>Certified Management Accountants CMA</b></p> <p>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</p>	13/02/2023 08/05/2023 10/07/2023	80	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>

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6	<p><b>Certified Human Resources Professional - CHRP</b></p> <p>This course will enable you to transform yourself and your HR department into a business partner capable of delivering results and adding value to your organization.</p>	23/01/2023 06/03/2023 08/05/2023 11/06/2023 10/07/2023	36	<b>Weekdays:</b> 2 hours per day x 4 days a week, or <b>Weekend:</b> 3 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
7	<p><b>Strategic Management</b></p> <p>Strategic Management course focuses on delivering a high-level practical understanding of the complete elements of the subject – analysis, planning, implementation, review, development.</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<b>Weekdays:</b> 6 hours per day x 5 days	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
8	<p><b>Effective Budgeting and Cost Control</b></p> <p>This course is designed for All managers, supervisors and analysts who prepare or use Management budgets</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<b>Weekdays:</b> 6 hours per day x 5 days	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
9	<p><b>Business Writing Techniques</b></p> <p>Caters to all individuals with responsibilities requiring extensive business writing in the form of emails, memos and letters</p>	13/02/2023 08/05/2023	36	<b>Weekdays:</b> 3 hours per day x 3 days a week, or <b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
10	<p><b>Modern Office Management &amp; Secretarial Skills</b></p> <p>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</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023 03/07/2023	36	<b>Weekdays:</b> 2 hours per day x 4 days a week, or <b>Weekend:</b> 3 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs

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11	<p><b>Time Management &amp; Stress Control</b></p> <p>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</p>	02/01/2023 27/02/2023 01/05/2023 05/06/2023 03/07/2023	30	<p><b>Weekdays:</b> 2 hours per day x 5 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
12	<p><b>IBS Module - Time Management</b></p> <p>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 &amp; long term</p>	09/01/2023 06/03/2023 08/05/2023 13/06/2023 10/07/2023	20	<p><b>Weekdays:</b> 2 hours per day x 5 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
13	<p><b>IBS Module - Customer Service</b></p> <p>This course designed to give delegates an understanding, both practically and theoretically, of the importance of customer service</p>	16/01/2023 13/03/2023 15/05/2023 20/06/2023 17/07/2023	20	<p><b>Weekdays:</b> 2 hours per day x 5 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
14	<p><b>IBS Module - Self Awareness</b></p> <p>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</p>	23/01/2023 20/03/2023 22/05/2023 27/06/2023 24/07/2023	20	<p><b>Weekdays:</b> 2 hours per day x 5 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
15	<p><b>IBS Module - People Skills</b></p> <p>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</p>	30/01/2023 27/03/2023 29/05/2023 03/07/2023	20	<p><b>Weekdays:</b> 2 hours per day x 5 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>

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16	<p><b>IBS Module - Business Communication</b></p> <p>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</p>	09/01/2023 06/03/2023 08/05/2023 13/06/2023 10/07/2023	20	<b>Weekdays:</b> 2 hours per day x 5 days a week, or <b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
17	<p><b>IBS Module - Business Etiquette</b></p> <p>Understanding business etiquette, the established convention in which businesses relate to each other, is an essential skill for a business employee</p>	02/01/2023 27/02/2023 01/05/2023 05/06/2023 03/07/2023	20	<b>Weekdays:</b> 2 hours per day x 5 days a week, or <b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
18	<p><b>IBS Module - Business Basics and Finance</b></p> <p>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.</p>	23/01/2023 20/03/2023 22/05/2023 27/06/2023 24/07/2023	20	<b>Weekdays:</b> 2 hours per day x 5 days a week, or <b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
19	<p><b>IBS Module - IT for Business</b></p> <p>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.</p>	30/01/2023 27/03/2023 29/05/2023 03/07/2023	20	<b>Weekdays:</b> 2 hours per day x 5 days a week, or <b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
20	<p><b>Train the Trainer</b></p> <p>This course aims at providing trainers with the knowledge and skills required to design and deliver their training session</p>	13/02/2023 08/05/2023	35	<b>Weekdays:</b> 7 hours per day x 5 days	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs

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21	<p><b>Contract Management</b></p> <p>The overall aim of this course is to provide participants with the knowledge, skills and tools required to manage contracts from inception to closure</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
22	<p><b>Block Chain</b></p> <p>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</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<p><b>Weekdays:</b> (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
23	<p><b>Certificate in Key Performance Indicators (KPI)</b></p> <p>For those involved in influencing, formulating or supporting 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</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<p><b>Weekdays:</b> (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
24	<p><b>Creative Problem Solving and Decision Making</b></p> <p>This Course Designed for Managers, supervisors and administrators who will benefit from better problem solving and decision making skills</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	30	<p><b>Weekdays:</b> (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
25	<p><b>Finance for Non-Finance Professional</b></p> <p>This course designed for Managers, supervisors, and team leaders who are not financial professionals but involved in financial operations, cycles, budgets and decision making</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023 03/07/2023	40	<p><b>Weekdays:</b> 3 hours per day x 3 days a week, or</p> <p><b>Weekend:</b> 4 hours per day x 2 days (Sat and Sun)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>

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26	<p><b>Managing Conflict: Power through Influence</b></p> <p>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</p>	16/01/2023 06/03/2023 11/06/2023 10/07/2023	30	Weekdays: 6 hours per day x 5 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
27	<p><b>Tactical Purchasing Practices for Cost Optimization</b></p> <p>This course designed for Buyers, senior buyers, purchasing supervisors, purchasing managers and all other personnel who need to understand the purchasing function</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	35	Weekdays: 7 hours per day x 5 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
28	<p><b>Emotional Intelligence</b></p> <p>This course focus on Increase deliberateness in making decision &amp; How to utilize self-awareness in enhancing your emotional intelligence in managing yourself and managing others.</p>	30/01/2023 06/03/2023 08/05/2023 26/06/2023	24	Weekdays: 6 hours per day x 4 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
29	<p><b>Team Leader</b></p> <p>This course designed for Managers, supervisors, and team leaders who are responsible for building and maintaining effective teams in the work environment</p>	13/02/2023 08/05/2023	30	Weekdays: 6 hours per day x 5 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>
30	<p><b>Forecasting and Analyzing Cash Flow</b></p> <p>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</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023	30	Weekdays: 6 hours per day x 5 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs</p> <p><b>Afternoon window:</b> 13:00 - 17:00 hrs</p> <p><b>Evening window:</b> 17:00 - 21:00 hrs</p>

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31	<p><b>Future Foresight in Managing Business</b></p> <p>All those who wish to improve their foresight skills to a noticeable level using a strictly hands-on approach</p>	<p>23/01/2023 20/03/2023 22/05/2023 27/06/2023</p>	20	Weekdays: 5 hours per day x 4 days	<p><b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs</p>
32	<p><b>Presentation Skills &amp; Public Speaking</b></p> <p>All those who wish to improve their presentation skills to a noticeable level</p>	<p>13/02/2023 08/05/2023</p>	30	<p>Weekdays: 6 hours per day x 5 days Weekend: 8 hours per day x 2 days per week (Sat and Sun only)</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs</p>
33	<p><b>Maintenance Planning &amp; Work Control In Oil and Gas</b></p> <p>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</p>	<p>13/02/2023 08/05/2023</p>	30	<p>Weekdays: (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs</p>
34	<p><b>Warehouse Operations and Management</b></p> <p>This Course designed for Those involved in warehousing (store) activities, both at the operational and supervisory levels</p>	<p>20/02/2023 01/05/2023 10/07/2023</p>	30	<p>Weekdays: (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs</p>
35	<p><b>Supply Chain and Logistics Management</b></p> <p>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</p>	<p>30/01/2023 27/03/2023 29/05/2023 03/07/2023</p>	30	<p>Weekdays: (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening</p>	<p><b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs</p>

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36	<p><b>Certified Internal Auditor (C.I.A.)</b>            This Program Consisting of three parts            1-Essentials of Internal Auditing            2-Practice of Internal Auditing            3-Business Knowledge for Internal Auditing</p>	13/02/2023 08/05/2023 10/07/2023	80	<b>Weekdays:</b> 2 hours a day x 4 days a week <b>Weekend:</b> 4 hours per day x 2 days a week (Sat and Sun)	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
37	<p><b>Balance Scorecard</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.</p>	13/02/2023 08/05/2023 10/07/2023	30	<b>Weekdays:</b> 6 hours per day x 5 days	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
38	<p><b>FIDIC Contract Management</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.</p>	30/01/2023 27/03/2023 29/05/2023 03/07/2023	30	<b>Weekdays:</b> (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
39	<p><b>Facility Planning &amp; Management</b>            This course is designed to Personnel who are interested in learning facility management and the considerations that affect facility management.</p>	16/01/2023 06/03/2023 01/05/2023 11/06/2023 03/07/2023	30	<b>Weekdays:</b> (i) 6 hours per day x 5 days - Morning (ii) 3 hours per day x 5 days a week - Evening	<b>Morning window:</b> 09:00 - 13:00 hrs <b>Afternoon window:</b> 13:00 - 17:00 hrs <b>Evening window:</b> 17:00 - 21:00 hrs
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