



SMART MANAGEMENT TRAINING AND CONSULTANCY IS A UK WORK-BASED TRAINING PROVIDER.

We specialize in providing you with high-quality training and development opportunities aimed at individuals and corporates across the Gulf and Africa (UAE, GCC and Africa).



MANAGEMENT AND LEADERSHIP COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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MANAGEMENT SKILLS - YOUR KEY TO SUCCESS	5	\$2,325	22-26				12-16
SUPERVISORY ESSENTIALS	3	\$1,395		14-16		2-4	
LEADERSHIP: PRACTICAL SKILLS AND TECHNIQUES	4	\$1,860		20-23		22-25	
BEING AN EFFECTIVE TEAM MEMBER	2	\$930		22-23			8-9
COACHING AND MENTORING	2	\$930		8-9			
CHANGE MANAGEMENT	3	\$1,395		7-9		23-25	
STRATEGIC THINKING & PLANNING	3	\$1,395			12-14		14-16
PROJECT MANAGEMENT	3	\$1,395		14-16			7-9
CONFLICT RESOLUTION	2	\$930			13-14		
CREATIVE THINKING AND INNOVATION	2	\$930			20-21		8-9
MEETING MANAGEMENT	2	\$930		22-23			15-16
CRITICAL THINKING	2	\$930	25-26		3-4		22-23
PERFORMANCE MANAGEMENT	2	\$930				3-4	
BUSINESS SUCCESSION PLANNING	2	\$930		26-27			26-27
ADVANCED LEADERSHIP SKILLS	2	\$930			6-7	10-11	
CHANGE: MANAGEMENT AND IMPLEMENTATION	3	\$1,395	24-26				12-14

PERSONAL DEVELOPMENT COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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ASSERTIVENESS SKILLS	1	\$465		23			9
EFFECTIVE COMMUNICATION SKILLS	2	\$930				3-4	
EMOTIONAL INTELLIGENCE	3	\$1,395	17-19	21-23			14-16
PROBLEM SOLVING & DECISION MAKING	3	\$1,395				16-18	
PLANNING & ORGANIZING SKILLS	2	\$930			13-14		
EFFECTIVE TIME MANAGEMENT	2	\$930			20-21		15-16
MANAGING YOUR STRESS	1	\$465				21	
BODY LANGUAGE BASICS	2	\$930		19-20			22-23
INTERPERSONAL SKILLS	2	\$930	30-31			17-18	
ENHANCING YOUR PERSONAL EFFECTIVENESS - CERTIFIED	3	\$1,395		14-16			21-23

SALES AND MARKETING COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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THE KEY TO SUCCESSFUL SELLING - CERTIFIED	3	\$1,395			19-21		
FUNDAMENTALS OF MARKETING	3	\$1,395		13-15		23-25	
NEGOTIATING FOR RESULTS	3	\$1,395	24-26			1-3	
MASTERING POWERFUL PRESENTATIONS	3	\$1,395		5-7		16-18	
OVERCOMING SALES OBJECTIONS	2	\$930				17-18	

CUSTOMER FOCUSED COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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OUTSTANDING CUSTOMER CARE & TELEPHONE SKILLS - CERTIFIED	2	\$930	30-31		6-7		
QUALITY CUSTOMER SERVICE	2	\$930			3-4		
CONFERENCES & EVENTS MANAGEMENT	2	\$930	11-12				19-20
TELEPHONE HANDLING SKILLS	1	\$465				4	
BUSINESS ETHICS	2	\$930				14-15	
CUSTOMER CARE FOR THE CUSTOMERS WITH SPECIAL NEEDS	1	\$250	10	14	19	10	14
CULTURAL AWARENESS	1	\$250	17	21	26	17	21
BUSINESS ETIQUETTE	3	\$1,395			5-7		

HUMAN RESOURCES COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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HUMAN RESOURCES MANAGEMENT - CERTIFIED	5	\$2,325		19-23			5-9
INTERVIEWING SKILLS & HIRING TECHNIQUES	2	\$930			4-5	17-18	
TRAIN THE TRAINER	4	\$1,860			18-21		13-16
DEVELOPING A TRAINING NEEDS ANALYSIS	2	\$930		29-30			
NEGOTIATION SKILLS FOR RECRUITERS	3	\$1,395	15-17			2-4	

EFFECTIVE ADMINISTRATION COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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SECRETARIAL SKILLS FOR OFFICE PROFESSIONALS	2	\$930	11-12		20-21		
EFFECTIVE OFFICE MANAGEMENT & ADMINISTRATION SKILLS - CERTIFIED	4	\$1,860	23-26			15-18	
ADMINISTRATIVE SUPPORT	2	\$930			6-7	24-25	
EXECUTIVE AND PERSONAL ASSISTANTS	2	\$930			10-11		

WRITTEN SKILLS COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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EFFECTIVE BUSINESS WRITING SKILLS	2	\$930			17-18	14-15	
ADVANCED BUSINESS WRITING SKILLS	2	\$930				24-25	
REPORT WRITING	2	\$930			13-14		
REPORT WRITING FOR BEGINNERS	2	\$930		8-9			
TECHNICAL BUSINESS WRITING	3	\$1,395	24-26		19-21		12-14

FINANCE & ACCOUNTING COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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FINANCE FOR NON FINANCIAL STAFF	3	\$1,395			19-21		14-16
ACCOUNTING SKILLS FOR NEW SUPERVISORS	2	\$930			18-19		
ANTI-MONEY LAUNDERING	3						
ISLAMIC BANKING PRODUCTS	5						
BANK RISK MANAGEMENT	4						
PRINCIPLES OF TRADE FINANCE	4						

MICROSOFT® OFFICE COURSES (CLASSROOM/ ONLINE SESSION)	DURATION	FEE	AUGUST	SEPT	OCTOBER	NOV	DEC
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MS OFFICE POWERPOINT (ONLINE SESSION (ZOOM))	1	\$190	18		14		8
MICROSOFT TEAMS (ONLINE SESSION (ZOOM))	1	\$190	19			22	
MS OFFICE WORD (ONLINE SESSION (ZOOM))	1	\$190		22-23			9
MS OFFICE EXCEL (ONLINE SESSION (ZOOM))	1	\$190	29			17	
MS OFFICE OUTLOOK (ONLINE SESSION (ZOOM))	1	\$190		26-27			16
MS OFFICE PUBLISHER (ONLINE SESSION (ZOOM))	1	\$190	9			10	
MS OFFICE POWER BI (ONLINE SESSION (ZOOM))	1	\$190		19-20			18
MS OFFICE ACCESS (ONLINE SESSION (ZOOM))	1	\$190	26			8	
MS OFFICE 365 (ONLINE SESSION (ZOOM))	2	\$210		5-6			19-20
MICROSOFT PROJECT PROFESSIONAL (ONLINE SESSION (ZOOM))	2	\$220					12-13