

# TRAINING CALENDAR 2026



SMART MANAGEMENT TRAINING AND CONSULTANCY  
SMART SOLUTIONS FOR SMART LEADERS





# Table of Contents

Executive Leadership & Management Skills Courses	01
Business Continuity for the Modern Era Courses	12
Strategy Management Courses	14
Entrepreneurial & Leadership Development Skills Courses	16
Project Management Courses	18
Essential Skills for Personal Development Courses	20
Graduate Pathways to Success: Launchpad for Fresh Graduates Courses	27
Sales and Marketing Mastery Courses	28
Presentation and Public Speaking Courses	33
The Art of Customer Service Courses	34
Human Resources Courses	38
Procurement and Supply Chain Management Courses	43
Effective Administration Courses	44
Business and Professional Writing Skills Courses	46
Essential Finance & Accounting Skills Courses	48
Renewable Energy Courses	53
Management Systems Certified Courses	56
Oil & Gas Courses	58
Microsoft® Office Courses	67
CONTACT US	69



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Developing Exceptional  
Management Skills  
Rising to the Top

	Duration	Fees
<b>January 5 - 9</b>	<b>5</b>	<b>\$2,325</b>
<b>March 9 - 13</b>	<b>5</b>	<b>\$2,325</b>
<b>September 14 - 18</b>	<b>5</b>	<b>\$2,325</b>
<b>November 16 - 20</b>	<b>5</b>	<b>\$2,325</b>

Transformational Change and  
Strategic Leadership

# COURSES

## Executive Leadership & Management Skills Courses

"Our team leaders have greatly benefited from this training. The improvements in conflict resolution and performance management are clear"

**Linda Wong,**  
HR Manager



Enterprise Risk  
Management

	Duration	Fees
<b>February 9 - 13</b>	<b>5</b>	<b>\$3,500</b>
<b>April 20 - 23</b>	<b>5</b>	<b>\$3,500</b>
<b>August 10 - 14</b>	<b>5</b>	<b>\$3,500</b>
<b>October 12 - 16</b>	<b>5</b>	<b>\$3,500</b>

	Duration	Fees
<b>January 19 - 23</b>	<b>5</b>	<b>\$3,500</b>
<b>March 23 - 27</b>	<b>5</b>	<b>\$3,500</b>
<b>September 7 - 11</b>	<b>5</b>	<b>\$3,500</b>
<b>November 23 - 27</b>	<b>5</b>	<b>\$3,500</b>

# COURSES



SMART MANAGEMENT  
TRAINING & CONSULTANCY

## TRAINING CALENDAR 2026

The Professional Supervisor  
The Proven Path to  
Effective Supervision

	Duration	Fees
<b>February 16 - 18</b>	<b>3</b>	<b>\$1,395</b>
<b>May 4 - 6</b>	<b>3</b>	<b>\$1,395</b>
<b>August 17 - 19</b>	<b>3</b>	<b>\$1,395</b>
<b>November 2 - 4</b>	<b>3</b>	<b>\$1,395</b>

The Essential Skills to Supervising Others  
Strategies for Achieving Results

Building Strong Leadership Skills  
Developing Your Skills for Today  
and Tomorrow

	Duration	Fees
<b>March 2 - 3</b>	<b>2</b>	<b>\$930</b>
<b>May 11 - 12</b>	<b>2</b>	<b>\$930</b>
<b>August 31 - 1 Sep</b>	<b>2</b>	<b>\$930</b>
<b>November 23 - 24</b>	<b>2</b>	<b>\$930</b>

	Duration	Fees
<b>February 2 - 5</b>	<b>4</b>	<b>\$1,860</b>
<b>April 6 - 9</b>	<b>4</b>	<b>\$1,860</b>
<b>September 21 - 24</b>	<b>4</b>	<b>\$1,860</b>
<b>October 19 - 22</b>	<b>4</b>	<b>\$1,860</b>



# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Organizational  
Leadership

	Duration	Fees
January 26 - 30	5	\$3,500
April 13 - 17	5	\$3,500
August 17 - 21	5	\$3,500
November 9 - 13	5	\$3,500

Basic Business Management  
Boot Camp for Business Owners

	Duration	Fees
January 12 - 14	3	\$1,395
March 23 - 25	3	\$1,395
September 28 - 30	3	\$1,395
November 16 - 18	3	\$1,395



Business Process  
Management

	Duration	Fees
February 2 - 3	2	\$930
May 11 - 12	2	\$930
August 17 - 18	2	\$930
October 19 - 20	2	\$930

# COURSES

## Executive Leadership & Management Skills Courses

"The tools learned during the course are now part of our leadership training for all middle and senior management"

**Clara Mendez,**  
Talent Development Specialist



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Delegation  
The Art of Delegating Effectively



	Duration	Fees
February 23	1	\$465
April 27	1	\$465
June 8	1	\$465
September 8	1	\$465
November 2	1	\$465

Being an Effective  
Team Member

Coaching and  
Mentoring

	Duration	Fees
March 16 - 17	2	\$930
June 17 - 18	2	\$930
August 26 - 27	2	\$930
October 12 - 13	2	\$930

	Duration	Fees
February 9 - 10	2	\$930
June 8 - 9	2	\$930
November 23 - 24	2	\$930

# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Achieving Quantum Leap  
Results through Coaching  
Skills



	Duration	Fees
--	----------	------

<b>February 16 - 17</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

<b>April 13 - 14</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>July 8 - 9</b>	<b>2</b>	<b>\$930</b>
-------------------	----------	--------------

<b>August 31 - 1 Sept</b>	<b>2</b>	<b>\$930</b>
---------------------------	----------	--------------

<b>November 9 - 10</b>	<b>2</b>	<b>\$930</b>
------------------------	----------	--------------

Change  
Management

Strategic Thinking  
and Planning

	Duration	Fees
--	----------	------

<b>January 26 - 28</b>	<b>3</b>	<b>\$1,395</b>
------------------------	----------	----------------

<b>May 16 - 18</b>	<b>3</b>	<b>\$1,395</b>
--------------------	----------	----------------

<b>August 10 - 12</b>	<b>3</b>	<b>\$1,395</b>
-----------------------	----------	----------------

<b>October 19 - 21</b>	<b>3</b>	<b>\$1,395</b>
------------------------	----------	----------------

	Duration	Fees
--	----------	------

<b>January 19 - 21</b>	<b>3</b>	<b>\$1,395</b>
------------------------	----------	----------------

<b>April 20 - 22</b>	<b>3</b>	<b>\$1,395</b>
----------------------	----------	----------------

<b>September 21 - 23</b>	<b>3</b>	<b>\$1,395</b>
--------------------------	----------	----------------

<b>November 16 - 18</b>	<b>3</b>	<b>\$1,395</b>
-------------------------	----------	----------------

# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

### TRAINING CALENDAR 2026

#### Self Leadership



	Duration	Fees
<b>March 2 - 3</b>	<b>2</b>	<b>\$930</b>
<b>May 4 - 5</b>	<b>2</b>	<b>\$930</b>
<b>August 3 - 4</b>	<b>2</b>	<b>\$930</b>
<b>October 5 - 6</b>	<b>2</b>	<b>\$930</b>

#### Conflict Resolution

#### Creative Thinking And Innovation

	Duration	Fees
<b>January 12 - 13</b>	<b>2</b>	<b>\$930</b>
<b>March 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>August 17 - 18</b>	<b>2</b>	<b>\$930</b>
<b>October 26 - 27</b>	<b>2</b>	<b>\$930</b>

	Duration	Fees
<b>February 2 - 3</b>	<b>2</b>	<b>\$930</b>
<b>June 8 - 9</b>	<b>2</b>	<b>\$930</b>
<b>November 2 - 3</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Executive Leadership & Management Skills Courses

"The conflict resolution strategies I learned were fantastic. I feel much more confident managing difficult team dynamics"

**John Peters,  
Operations Manager**



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**

**TRAINING  
CALENDAR  
2026**

**Meeting Management  
The Art of Making Meetings Work**

	Duration	Fees
<b>February 9 - 10</b>	2	<b>\$930</b>
<b>April 6 - 7</b>	2	<b>\$930</b>
<b>July 6 - 7</b>	2	<b>\$930</b>
<b>November 9 - 10</b>	2	<b>\$930</b>

**Facilitation  
Skills**

**The Minute-Taker's  
Workshop**

	Duration	Fees		Duration	Fees
<b>February 16 - 17</b>	2	<b>\$930</b>	<b>February 23</b>	1	<b>\$465</b>
<b>June 22 - 23</b>	2	<b>\$930</b>	<b>June 8</b>	1	<b>\$465</b>
<b>September 21 - 22</b>	2	<b>\$930</b>	<b>September 7</b>	1	<b>\$465</b>
<b>December 7 - 8</b>	2	<b>\$930</b>	<b>December 14</b>	1	<b>\$465</b>

# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Employee  
Accountability



	Duration	Fees
<b>March 2 - 3</b>	2	<b>\$930</b>
<b>June 18 - 19</b>	2	<b>\$930</b>
<b>September 10 - 11</b>	2	<b>\$930</b>
<b>December 7 - 8</b>	2	<b>\$930</b>

Knowledge  
Management

Critical  
Thinking

	Duration	Fees		Duration	Fees
<b>March 10 - 11</b>	2	<b>\$930</b>	<b>February 16 - 17</b>	2	<b>\$930</b>
<b>June 22 - 23</b>	2	<b>\$930</b>	<b>July 13 - 14</b>	2	<b>\$930</b>
<b>September 14 - 15</b>	2	<b>\$930</b>	<b>August 31 - 1 Sept</b>	2	<b>\$930</b>
<b>December 14 - 15</b>	2	<b>\$930</b>	<b>December 7 - 8</b>	2	<b>\$930</b>

# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Lean Process  
Improvement



	Duration	Fees
<b>March 23 - 24</b>	2	<b>\$930</b>
<b>June 22 - 23</b>	2	<b>\$930</b>
<b>September 14 - 15</b>	2	<b>\$930</b>
<b>December 14 - 15</b>	2	<b>\$930</b>

Conducting Effective  
Performance Reviews

Business Succession  
Planning

	Duration	Fees		Duration	Fees
<b>February 9 - 11</b>	3	<b>\$1,395</b>	<b>March 16 - 17</b>	2	<b>\$930</b>
<b>July 6 - 8</b>	3	<b>\$1,395</b>	<b>June 8 - 9</b>	2	<b>\$930</b>
<b>September 7 - 9</b>	3	<b>\$1,395</b>	<b>August 10 - 11</b>	2	<b>\$930</b>
<b>November 9 - 11</b>	3	<b>\$1,395</b>	<b>December 7 - 8</b>	2	<b>\$930</b>

# COURSES

## Executive Leadership & Management Skills Courses

"This course helped me develop skills to inspire and manage my team more effectively"

**David Singh,**  
Project Manager



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Advanced Leadership Skills  
for High-Impact Leaders

	Duration	Fees
February 23 - 24	2	\$930
May 21 - 22	2	\$930
August 17 - 18	2	\$930
November 23 - 24	2	\$930

Building Better  
Teams

Team Building  
Developing High Performance Teams

	Duration	Fees
January 12 - 13	2	\$930
May 2 - 3	2	\$930
August 26 - 27	2	\$930
December 14 - 15	2	\$930

	Duration	Fees
March 2 - 4	3	\$1,395
July 13 - 15	3	\$1,395
August 31 - 2 Sept	3	\$1,395
November 9 - 11	3	\$1,395

# COURSES

## Executive Leadership & Management Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Inventory Management  
The Nuts and Bolts



	Duration	Fees
<b>March 9 - 10</b>	<b>2</b>	<b>\$930</b>
<b>June 22 - 23</b>	<b>2</b>	<b>\$930</b>
<b>September 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>November 23 - 24</b>	<b>2</b>	<b>\$930</b>

Motivation Training  
Motivating Your Workforce

Women Leadership  
Women's Leadership Development

	Duration	Fees
<b>February 23 - 24</b>	<b>2</b>	<b>\$930</b>
<b>March 15 - 16</b>	<b>2</b>	<b>\$930</b>
<b>August 10 - 11</b>	<b>2</b>	<b>\$930</b>
<b>December 7 - 8</b>	<b>2</b>	<b>\$930</b>

	Duration	Fees
<b>February 16 - 18</b>	<b>3</b>	<b>\$1,395</b>
<b>June 22 - 24</b>	<b>3</b>	<b>\$1,395</b>
<b>September 21 - 23</b>	<b>3</b>	<b>\$1,395</b>
<b>December 7 - 9</b>	<b>3</b>	<b>\$1,395</b>

# COURSES



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

A Business Continuity Management  
Course for Dynamic Organizations

"The emotional intelligence aspect was  
a game-changer. It has allowed me to  
better connect with my team"

**Ibrahim Diallo,**

**IT Manager**



	Duration	Fees
<b>February 11 - 13</b>	<b>3</b>	<b>\$2,700</b>
<b>April 1 - 3</b>	<b>3</b>	<b>\$2,700</b>
<b>August 31 - 2 Sept</b>	<b>3</b>	<b>\$2,700</b>
<b>November 9 - 11</b>	<b>3</b>	<b>\$2,700</b>

Emergency & Business  
Continuity Management

Business Continuity and Disaster Recovery  
Best Practices and Strategies

	Duration	Fees
<b>March 2 - 4</b>	<b>3</b>	<b>\$2,700</b>
<b>May 6 - 8</b>	<b>3</b>	<b>\$2,700</b>
<b>July 13 - 15</b>	<b>3</b>	<b>\$2,700</b>
<b>November 16 - 18</b>	<b>3</b>	<b>\$2,700</b>

	Duration	Fees
<b>March 16 - 19</b>	<b>4</b>	<b>\$3,000</b>
<b>June 8 - 11</b>	<b>4</b>	<b>\$3,000</b>
<b>October 12 - 15</b>	<b>4</b>	<b>\$3,000</b>
<b>December 17 - 20</b>	<b>4</b>	<b>\$3,000</b>

# COURSES

## Business Continuity for the Modern Era Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Business Continuity Planning  
Proactively Protecting Your Business's Future

A Comprehensive Training in Risk Management  
Surviving the Storm

	Duration	Fees
<b>January 19 - 23</b>	<b>5</b>	<b>\$3,800</b>
<b>April 6 - 10</b>	<b>5</b>	<b>\$3,800</b>
<b>September 7 - 11</b>	<b>5</b>	<b>\$3,800</b>
<b>December 14 - 18</b>	<b>5</b>	<b>\$3,800</b>

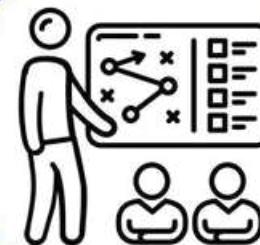
	Duration	Fees
<b>February 11 - 13</b>	<b>3</b>	<b>\$3,500</b>
<b>July 20 - 22</b>	<b>3</b>	<b>\$3,500</b>
<b>October 12 - 14</b>	<b>3</b>	<b>\$3,500</b>
<b>December 7 - 9</b>	<b>3</b>	<b>\$3,500</b>

# COURSES

## Strategy Management Courses

"I now lead with more confidence, and my team responds better to my guidance. This course was invaluable"

**Ryan O'Connor,**  
Sales Manager



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Simplified Strategic  
Planning

	Duration	Fees
--	----------	------

<b>February 5 - 6</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

<b>April 2 - 3</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>September 1 - 2</b>	<b>2</b>	<b>\$930</b>
------------------------	----------	--------------

<b>November 5 - 6</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

Strategy Development  
Skills

Strategic Decision-Making  
Skill

	Duration	Fees
--	----------	------

<b>January 5 - 6</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>March 5 - 6</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>June 3 - 5</b>	<b>2</b>	<b>\$930</b>
-------------------	----------	--------------

<b>December 8 - 9</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

	Duration	Fees
--	----------	------

<b>February 4 - 5</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

<b>April 23 - 24</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>July 6 - 7</b>	<b>2</b>	<b>\$930</b>
-------------------	----------	--------------

<b>November 24 - 25</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

# COURSES

## Strategy Management Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Future Foresight  
Skills



	Duration	Fees
<b>February 5 - 6</b>	2	<b>\$930</b>
<b>May 24 - 25</b>	2	<b>\$930</b>
<b>September 8 - 9</b>	2	<b>\$930</b>
<b>November 24 - 25</b>	2	<b>\$930</b>

Brain Storming  
Skills

Business Planning  
Skills

	Duration	Fees		Duration	Fees
<b>February 7 - 8</b>	2	<b>\$930</b>	<b>March 9 - 10</b>	2	<b>\$930</b>
<b>June 9 - 10</b>	2	<b>\$930</b>	<b>August 8 - 9</b>	2	<b>\$930</b>
<b>October 7 - 8</b>	2	<b>\$930</b>	<b>December 8 - 9</b>	2	<b>\$930</b>
<b>December 7 - 8</b>	2	<b>\$930</b>			



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Development Entrepreneurial  
Leadership Skills

	Duration	Fees
<b>January 19 - 23</b>	<b>3</b>	<b>\$1,395</b>
<b>March 19 - 21</b>	<b>3</b>	<b>\$1,395</b>
<b>June 28 - 30</b>	<b>3</b>	<b>\$1,395</b>
<b>November 23 - 25</b>	<b>3</b>	<b>\$1,395</b>

# COURSES

## Entrepreneurial & Leadership Development Skills Courses

"I always found risk management a challenge, but this training gave me actionable strategies to mitigate risks. My projects run much more smoothly now"

**Mariam R.,**  
Product Development Lead



Building the Transformational  
Leadership Skills

	Duration	Fees
<b>February 12 - 13</b>	<b>2</b>	<b>\$930</b>
<b>May 24 - 25</b>	<b>2</b>	<b>\$930</b>
<b>September 19 - 20</b>	<b>2</b>	<b>\$930</b>
<b>December 7 - 8</b>	<b>2</b>	<b>\$930</b>



SMART MANAGEMENT  
TRAINING & CONSULTANCY

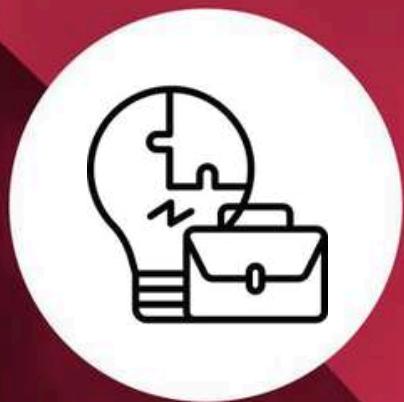
TRAINING  
CALENDAR  
2026

Acquiring Situational  
Leadership Skills

	Duration	Fees
<b>January 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>March 25 - 26</b>	<b>2</b>	<b>\$930</b>
<b>June 25 - 26</b>	<b>2</b>	<b>\$930</b>
<b>November 10 - 11</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Entrepreneurial & Leadership Development Skills Courses



Leadership Competencies Assessment  
using Honeycomb Diagram

	Duration	Fees
<b>February 17 - 18</b>	<b>2</b>	<b>\$930</b>
<b>July 9 - 10</b>	<b>2</b>	<b>\$930</b>
<b>September 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>December 14 - 15</b>	<b>2</b>	<b>\$930</b>



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Project Management Training  
Understanding Project Management

Duration Fees

**February 4 - 6** 3 \$1,395

**April 8 - 10** 3 \$1,395

**September 16 - 18** 3 \$1,395

**November 9 - 11** 3 \$1,395

Advanced Project  
Management

Duration Fees

**February 7 - 8** 2 \$930

**April 23 - 24** 2 \$930

**July 2 - 3** 2 \$930

**September 21 - 22** 2 \$930

**November 21 - 22** 2 \$930

Intermediate Project  
Management

Duration Fees

**January 6 - 7** 2 \$930

**March 12 - 13** 2 \$930

**August 19 - 20** 2 \$930

**December 14 - 15** 2 \$930

# COURSES

## Project Management Courses

"The interactive sessions and real-life examples really helped me understand how to manage different personalities on my team"

**Maria Garcia,**  
Customer Service Supervisor





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

# COURSES

## Project Management Courses



### Effective Planning and Scheduling

### Project Management Fundamentals

	Duration	Fees
--	----------	------

<b>February 25 - 26</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

<b>January 8 - 9</b>	<b>2</b>	<b>\$1,395</b>
----------------------	----------	----------------

<b>May 24 - 25</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>May 24 - 25</b>	<b>2</b>	<b>\$1,395</b>
--------------------	----------	----------------

<b>July 23 - 24</b>	<b>2</b>	<b>\$930</b>
---------------------	----------	--------------

<b>August 26 - 27</b>	<b>2</b>	<b>\$1,395</b>
-----------------------	----------	----------------

<b>September 23 - 24</b>	<b>2</b>	<b>\$930</b>
--------------------------	----------	--------------

<b>December 9 - 10</b>	<b>2</b>	<b>\$1,395</b>
------------------------	----------	----------------

<b>November 23 - 24</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Assertiveness Skills and Building  
Self Confidence

Duration      Fees

**February 20**      1      **\$465**

**May 11**      1      **\$465**

**July 29**      1      **\$465**

**October 12**      1      **\$465**

**December 4**      1      **\$465**

Managing Difficult  
Conversations

Duration      Fees

**January 8**      1      **\$465**

**March 23**      1      **\$465**

**June 11**      1      **\$465**

**August 2**      1      **\$465**

**November 11**      1      **\$465**

Managing Pressure and  
Maintaining Balance

Duration      Fees

**February 17**      1      **\$465**

**April 8**      1      **\$465**

**July 4**      1      **\$465**

**September 17**      1      **\$465**

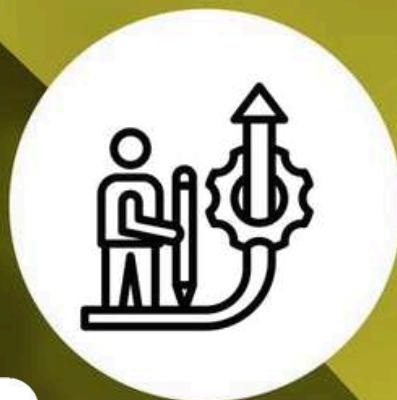
**December 17**      1      **\$465**

# COURSES

## Essential Skills for Personal Development Courses

"We noticed a significant improvement in  
our managers' ability to coach and lead  
their teams after this course"

**Amira Khan,**  
Learning & Development Manager





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Effective Communication  
Strategies

---

	Duration	Fees
--	----------	------

<b>January 8 - 9</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>March 25 - 26</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>June 9 - 10</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>August 9 - 10</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>November 2 - 3</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

Advanced Communication Skills  
Building Bridges

---

	Duration	Fees
--	----------	------

<b>February 26 - 27</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

<b>May 21 - 22</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>July 9 - 10</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>September 1 - 2</b>	<b>2</b>	<b>\$930</b>
------------------------	----------	--------------

<b>November 9 - 10</b>	<b>2</b>	<b>\$930</b>
------------------------	----------	--------------

Goal  
Setting

---

	Duration	Fees
--	----------	------

<b>February 20</b>	<b>1</b>	<b>\$465</b>
--------------------	----------	--------------

<b>May 9</b>	<b>1</b>	<b>\$465</b>
--------------	----------	--------------

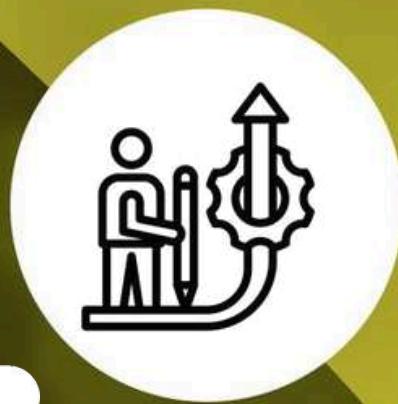
<b>July 3</b>	<b>1</b>	<b>\$465</b>
---------------	----------	--------------

<b>October 7</b>	<b>1</b>	<b>\$465</b>
------------------	----------	--------------

<b>December 3</b>	<b>1</b>	<b>\$465</b>
-------------------	----------	--------------

# COURSES

## Essential Skills for Personal Development Courses





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Influence and  
Persuasion

Duration Fees

**March 12 - 13** 2 **\$930**

**August 7 - 8** 2 **\$930**

**December 7 - 8** 2 **\$930**

Empowering Emotional Intelligence  
The Key to Unlocking Your Full Potential for Growth

Personal Brand: Maximizing  
Personal Impact

Duration Fees

**February 16 - 18** 3 **\$1,395**

**May 4 - 6** 3 **\$1,395**

**July 14 - 16** 3 **\$1,395**

**September 7 - 9** 3 **\$1,395**

**November 16 - 18** 3 **\$1,395**

Duration Fees

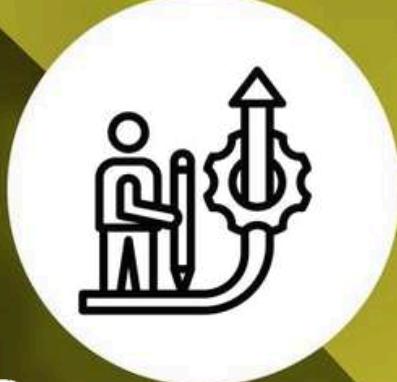
**January 8 - 9** 2 **\$930**

**March 25 - 26** 2 **\$930**

**June 11 - 12** 2 **\$930**

**August 1 - 2** 2 **\$930**

**December 14 - 15** 2 **\$930**





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Research  
Skills

Duration Fees

**February 17** 1 \$465

**April 10** 1 \$465

**August 12** 1 \$465

**November 20** 1 \$465

The Art of Problem-Solving and Decision-Making  
The Key to Success

Planning, Organizing, and Prioritizing  
From Overwhelm to Order

Duration Fees

**January 18 - 20** 3 \$1,395

**February 26 - 27** 2 \$930

**April 11 - 13** 3 \$1,395

**May 9 - 10** 2 \$930

**July 4 - 6** 3 \$1,395

**September 9 - 10** 2 \$930

**September 11 - 13** 3 \$1,395

**November 4 - 6** 2 \$930

**November 4 - 6** 3 \$1,395

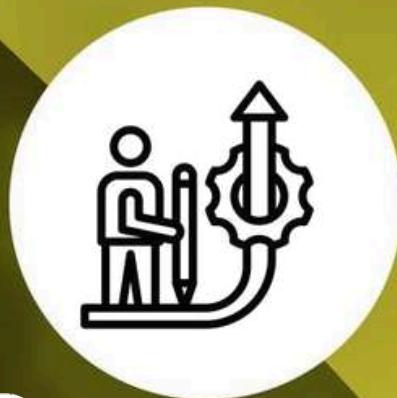
# COURSES

## Essential Skills for Personal Development Courses

"The practical exercises and project scenarios were extremely helpful. I can now apply what I've learned directly to my job, and my team's performance has improved dramatically"

**Sara P.,**

**Senior Operations Analyst**





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Stress Management  
Find Your Zen

Duration      Fees

**February 2**      1      **\$465**

**May 11**      1      **\$465**

**October 18**      1      **\$465**

**December 13**      1      **\$465**

Advanced Time Management  
Time is on Your Side

Time Management  
Get Organized for Peak Performance

Duration      Fees

**January 23**      1      **\$465**

**April 11**      1      **\$465**

**June 14**      1      **\$465**

**September 26**      1      **\$465**

**November 26**      1      **\$465**

Duration      Fees

**January 19 - 20**      2      **\$930**

**April 9 - 10**      2      **\$930**

**June 9 - 10**      2      **\$930**

**August 19 - 20**      2      **\$930**

**December 17 - 18**      2      **\$930**

# COURSES

## Essential Skills for Personal Development Courses





SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Body Language  
Basics

Duration      Fees

**March 6 - 7**      **2**      **\$930**

**June 11 - 12**      **2**      **\$930**

**August 6 - 7**      **2**      **\$930**

**October 14 - 15**      **2**      **\$930**

**December 14 - 15**      **2**      **\$930**

Enhancing Your Interpersonal Skills  
From Small Talk to Deep Connection

Duration      Fees

**February 23 - 24**      **2**      **\$930**

**May 13 - 14**      **2**      **\$930**

**September 19 - 20**      **2**      **\$930**

**December 9 - 10**      **2**      **\$930**

Enhancing Your Personal  
Effectiveness

Duration      Fees

**February 9 - 11**      **3**      **\$1,395**

**August 17 - 19**      **3**      **\$1,395**

**October 14 - 16**      **3**      **\$1,395**





SMART MANAGEMENT  
TRAINING & CONSULTANCY  
TRAINING  
CALENDAR  
2026

UAE Cultural  
Awareness

	Duration	Fees
<b>January 1</b>	1	<b>\$465</b>
<b>March 7</b>	1	<b>\$465</b>
<b>June 7</b>	1	<b>\$465</b>
<b>September 22</b>	1	<b>\$465</b>
<b>November 22</b>	1	<b>\$465</b>

Public Relations  
Boot Camp

	Duration	Fees
<b>May 13 - 14</b>	2	<b>\$930</b>
<b>September 19 - 20</b>	2	<b>\$930</b>
<b>December 17 - 18</b>	2	<b>\$930</b>



# COURSES

## Essential Skills for Personal Development Courses

"I enrolled our team leaders in this course, and the impact has been profound. They are now much more confident and effective in managing department-wide projects"

**Sarah M.,**  
HR Manager



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**  
**TRAINING  
CALENDAR**  
**2026**

A Personal Development Program for Graduates  
From Grad to Great (Corporate)

Duration	Fees
<b>October 15 - 17</b>	<b>3</b> <b>\$2,350</b>

A Personal Development Program for Graduates  
From Grad to Great (Individuals)

Duration	Fees
<b>February 25 - 26</b>	<b>2</b> <b>\$300</b>
<b>July 9 - 10</b>	<b>2</b> <b>\$300</b>
<b>November 12 - 13</b>	<b>2</b> <b>\$300</b>

# COURSES

## Graduate Pathways to Success: Launchpad for Fresh Graduates Courses

"As a fresh graduate, I felt overwhelmed transitioning into the professional world. The course not only boosted my confidence but also equipped me with essential skills. Thank you, SMART Management, for helping me start my journey on the right track"

**Sarah A.,**  
**American university Graduate**



Mastering the Interview  
Boost Your Chances of Getting Hired

Duration	Fees
<b>March 6</b>	<b>1</b> <b>\$465</b>
<b>June 8</b>	<b>1</b> <b>\$465</b>
<b>November 19</b>	<b>1</b> <b>\$465</b>

# COURSES



SMART MANAGEMENT  
TRAINING & CONSULTANCY  
TRAINING  
CALENDAR  
2026

Selling with Impact  
Proven Selling Techniques

	Duration	Fees
<b>March 2 - 4</b>	<b>3</b>	<b>\$1,395</b>
<b>June 8 - 10</b>	<b>3</b>	<b>\$1,395</b>
<b>September 21 - 23</b>	<b>3</b>	<b>\$1,395</b>
<b>December 14 - 16</b>	<b>3</b>	<b>\$1,395</b>

Dynamite Sales  
Presentations

	Duration	Fees
<b>February 19 - 20</b>	<b>2</b>	<b>\$930</b>
<b>May 7 - 8</b>	<b>2</b>	<b>\$930</b>
<b>September 17 - 18</b>	<b>2</b>	<b>\$930</b>
<b>December 3 - 4</b>	<b>2</b>	<b>\$930</b>

Building Relationships for  
Success in Sales

	Duration	Fees
<b>January 5 - 6</b>	<b>2</b>	<b>\$930</b>
<b>August 6 - 7</b>	<b>2</b>	<b>\$930</b>
<b>October 15 - 16</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Sales and Marketing Mastery Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY  
TRAINING  
CALENDAR  
2026

Effective Marketing Skills:  
The Ultimate Skillset



	Duration	Fees
<b>February 23 - 25</b>	<b>3</b>	<b>\$1,395</b>
<b>May 11 - 13</b>	<b>3</b>	<b>\$1,395</b>
<b>August 17 - 19</b>	<b>3</b>	<b>\$1,395</b>
<b>November 18 - 20</b>	<b>3</b>	<b>\$1,395</b>

Negotiating  
For Results

Overcoming Objections  
to Nail the Sale

	Duration	Fees
<b>March 12 - 14</b>	<b>3</b>	<b>\$1,395</b>
<b>September 9 - 11</b>	<b>3</b>	<b>\$1,395</b>
<b>December 18 - 20</b>	<b>3</b>	<b>\$1,395</b>

	Duration	Fees
<b>February 11 - 13</b>	<b>2</b>	<b>\$930</b>
<b>July 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>November 16 - 17</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Sales and Marketing Mastery Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Prospecting for Leads  
Like a Pro



	Duration	Fees
<b>February 26 - 27</b>	<b>2</b>	<b>\$930</b>
<b>May 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>October 1 - 2</b>	<b>2</b>	<b>\$930</b>

Telemarketing – Using the  
Telephone as a Sales Tool

Networking for  
Success

	Duration	Fees		Duration	Fees
<b>March 12 - 13</b>	<b>2</b>	<b>\$930</b>	<b>March 19 - 21</b>	<b>2</b>	<b>\$930</b>
<b>August 6 - 7</b>	<b>2</b>	<b>\$930</b>	<b>June 11 - 12</b>	<b>2</b>	<b>\$930</b>
<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>	<b>December 17 - 18</b>	<b>2</b>	<b>\$930</b>

# COURSES



## SMART MANAGEMENT TRAINING & CONSULTANCY TRAINING CALENDAR 2026

Mastering Key Account Management  
Unlocking the Potential of Your Top Accounts

Duration      Fees

<b>February 18 - 20</b>	<b>3</b>	<b>\$1,395</b>
<b>April 20 - 22</b>	<b>3</b>	<b>\$1,395</b>
<b>June 24 - 26</b>	<b>3</b>	<b>\$1,395</b>
<b>August 17 - 19</b>	<b>3</b>	<b>\$1,395</b>
<b>November 23 - 25</b>	<b>3</b>	<b>\$1,395</b>

Advanced Skills for  
Top Sales Professionals

Duration      Fees

<b>March 10 - 12</b>	<b>3</b>	<b>\$1,395</b>
<b>September 21 - 23</b>	<b>3</b>	<b>\$1,395</b>
<b>November 22 - 24</b>	<b>3</b>	<b>\$1,395</b>



## Business Development Manager

"Negotiation course taught me how to turn into a win-win situation. The tools and tips I gained are now my go-to in every deal. Highly recommended "

**Linda R.**

Brand Management Skills  
Creating and Managing Your Corporate Brand

Duration      Fees

<b>April 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>September 28 - 29</b>	<b>2</b>	<b>\$930</b>
<b>December 14 - 15</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Sales and Marketing Mastery Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Sales Team Management: Unleashing  
the Power of Your Sales Team



Duration	Fees
----------	------

<b>March 4 - 6</b>	<b>3</b>	<b>\$1,395</b>
--------------------	----------	----------------

<b>July 23 - 25</b>	<b>3</b>	<b>\$1,395</b>
---------------------	----------	----------------

<b>December 8 - 10</b>	<b>3</b>	<b>\$1,395</b>
------------------------	----------	----------------

Retail Selling Success  
Rise to the Top of the Sales Game

Effective Upselling and Cross-Selling  
Techniques for Business Growth

Duration	Fees
----------	------

<b>January 5 - 6</b>	<b>2</b>	<b>\$930</b>
----------------------	----------	--------------

<b>April 9 - 10</b>	<b>2</b>	<b>\$930</b>
---------------------	----------	--------------

<b>August 17 - 18</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

<b>December 14 - 15</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

Duration	Fees
----------	------

<b>February 19 - 20</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

<b>August 19 - 20</b>	<b>2</b>	<b>\$930</b>
-----------------------	----------	--------------

<b>November 16 - 17</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Conquering Your Fear of  
Speaking in Public

	Duration	Fees
<b>January 5 - 6</b>	<b>2</b>	<b>\$930</b>
<b>March 5 - 6</b>	<b>2</b>	<b>\$930</b>
<b>June 8 - 9</b>	<b>2</b>	<b>\$930</b>
<b>September 7 - 8</b>	<b>2</b>	<b>\$930</b>

Public Speaking  
Speaking Under Pressure

# COURSES

## Presentation and Public Speaking Courses

"The practice sessions were great, and I now know how to speak clearly and confidently. I'll use these skills in my next meeting "

**Samir A.,**  
Sales Manager



Mastering Powerful Presentations  
Presentation Survival School

	Duration	Fees		Duration	Fees
<b>February 19 - 20</b>	<b>2</b>	<b>\$930</b>	<b>March 9 - 11</b>	<b>3</b>	<b>\$1,395</b>
<b>May 7 - 8</b>	<b>2</b>	<b>\$930</b>	<b>August 10 - 12</b>	<b>3</b>	<b>\$1,395</b>
<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>	<b>November 23 - 25</b>	<b>3</b>	<b>\$1,395</b>
<b>December 17 - 18</b>	<b>2</b>	<b>\$930</b>			

# COURSES

## The Art of Customer Service Courses

"This course helped me understand how to connect better with customers. I'll start using these tips right away "

**Amira H.,  
Customer Support Representative**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Customer Service and Telephone Techniques  
Critical Elements of Customer Service

Duration      Fees

**January 5 - 6**      2      **\$930**

**June 8 - 9**      2      **\$930**

**September 14 - 15**      2      **\$930**

**November 16 - 17**      2      **\$930**

Telephone Handling  
Skills

Conference and Event Management  
From Start to Finish

Duration      Fees

**February 5**      1      **\$465**

**June 4**      1      **\$465**

**September 10**      1      **\$465**

**November 5**      1      **\$465**

Duration      Fees

**March 23 - 24**      2      **\$930**

**August 10 - 11**      2      **\$930**

**December 14 - 15**      2      **\$930**

# COURSES

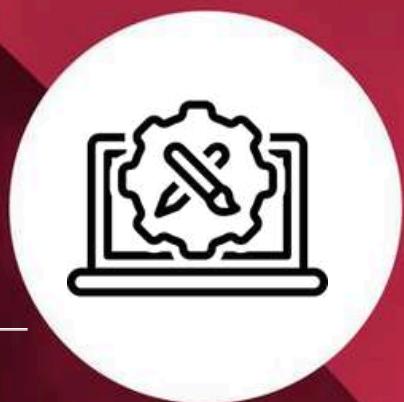
## The Art of Customer Service Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Business Ethics for  
the Office



	Duration	Fees
<b>April 9 - 10</b>	<b>2</b>	<b>\$930</b>
<b>August 6 - 7</b>	<b>2</b>	<b>\$930</b>
<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>

Customer Care for Customers with  
Special Needs: Going the Extra Mile

Business Etiquette Gaining  
That Extra Edge

	Duration	Fees		Duration	Fees
<b>February 2 - 3</b>	<b>2</b>	<b>\$930</b>	<b>May 11 - 12</b>	<b>2</b>	<b>\$930</b>
<b>May 7 - 8</b>	<b>2</b>	<b>\$930</b>	<b>September 7 - 8</b>	<b>2</b>	<b>\$930</b>
<b>July 13 - 14</b>	<b>2</b>	<b>\$930</b>	<b>December 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>September 7 - 8</b>	<b>2</b>	<b>\$930</b>			
<b>November 19 - 20</b>	<b>2</b>	<b>\$930</b>			

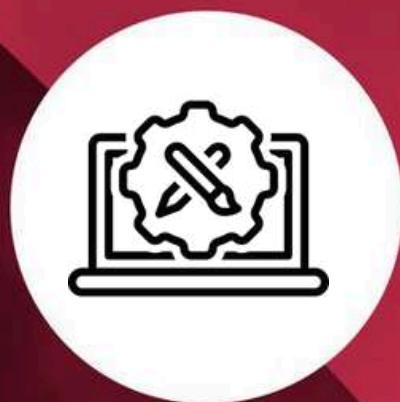
# COURSES

## The Art of Customer Service Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Call Center Training: Sales and Customer Service Training for Call Center Agents

Duration      Fees

**March 9 - 11**      **3**      **\$1,395**

**May 6 - 8**      **3**      **\$1,395**

**October 7 - 9**      **3**      **\$1,395**

CRM: An Introduction to Customer Relationship Management

Duration      Fees

**February 19 - 20**      **2**      **\$930**

**May 4 - 5**      **2**      **\$930**

**September 8 - 9**      **2**      **\$930**

**December 7 - 8**      **2**      **\$930**

Customer Service-Focused Manager  
Managing Customer Service

Duration      Fees

**April 13 - 14**      **2**      **\$930**

**August 10 - 11**      **2**      **\$930**

**October 6 - 8**      **2**      **\$930**



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**  
**TRAINING  
CALENDAR**  
**2026**

**Disability Awareness**  
**Working with People with Disabilities**

---

	Duration	Fees
--	----------	------

<b>January 19 - 20</b>	<b>2</b>	<b>\$930</b>
------------------------	----------	--------------

<b>June 28 - 29</b>	<b>2</b>	<b>\$930</b>
---------------------	----------	--------------

<b>November 14 - 15</b>	<b>2</b>	<b>\$930</b>
-------------------------	----------	--------------

**Diversity Training**  
**Celebrating Diversity in the Workplace**

**Strategies for Managing Customer Complaints**  
**From Complaints to Satisfaction**

---

	Duration	Fees
--	----------	------

	Duration	Fees
--	----------	------

<b>January 26</b>	<b>1</b>	<b>\$465</b>
-------------------	----------	--------------

<b>February 9</b>	<b>1</b>	<b>\$465</b>
-------------------	----------	--------------

<b>March 5</b>	<b>1</b>	<b>\$465</b>
----------------	----------	--------------

<b>June 3</b>	<b>1</b>	<b>\$465</b>
---------------	----------	--------------

<b>September 3</b>	<b>1</b>	<b>\$465</b>
--------------------	----------	--------------

<b>December 3</b>	<b>1</b>	<b>\$465</b>
-------------------	----------	--------------

<b>December 3</b>	<b>1</b>	<b>\$465</b>
-------------------	----------	--------------

# COURSES

## The Art of Customer Service Courses

"The course taught me how to go beyond solving problems and focus on creating loyal customers "

**Sophia R.,  
Account Manager**



# COURSES

## Human Resources Courses

"I always found appraisals stressful, but this course taught me how to give constructive feedback and motivate employees. I feel much more confident about my next appraisal meeting"

**John T.,**

**HR Manager**



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**

**TRAINING  
CALENDAR  
2026**

**Human Resources  
Management**

	Duration	Fees
--	----------	------

<b>February 9 - 13</b>	<b>5</b>	<b>\$2,325</b>
------------------------	----------	----------------

<b>April 6 - 10</b>	<b>5</b>	<b>\$2,325</b>
---------------------	----------	----------------

<b>July 13 - 17</b>	<b>5</b>	<b>\$2,325</b>
---------------------	----------	----------------

<b>November 9 - 13</b>	<b>5</b>	<b>\$2,325</b>
------------------------	----------	----------------

**Hiring for Success  
Behavioral Interviewing Techniques**

**The Practical Trainer  
Train The Trainer**

	Duration	Fees
--	----------	------

<b>March 5 - 6</b>	<b>2</b>	<b>\$930</b>
--------------------	----------	--------------

<b>May 7 - 8</b>	<b>2</b>	<b>\$930</b>
------------------	----------	--------------

<b>September 10 - 11</b>	<b>2</b>	<b>\$930</b>
--------------------------	----------	--------------

	Duration	Fees
--	----------	------

<b>April 15 - 17</b>	<b>3</b>	<b>\$1,395</b>
----------------------	----------	----------------

<b>August 5 - 7</b>	<b>3</b>	<b>\$1,395</b>
---------------------	----------	----------------

<b>December 9 - 10</b>	<b>3</b>	<b>\$1,395</b>
------------------------	----------	----------------

# COURSES

## Human Resources Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Advanced Skills for  
the Practical Trainer



	Duration	Fees
<b>May 10 - 12</b>	<b>3</b>	<b>\$1,395</b>
<b>September 14 - 16</b>	<b>3</b>	<b>\$1,395</b>
<b>November 9 - 11</b>	<b>3</b>	<b>\$1,395</b>

Developing a Training Needs Analysis  
Uncovering the Hidden Needs

Developing Key Performance Indicators  
KPI Demystified

	Duration	Fees
<b>January 19 - 20</b>	<b>2</b>	<b>\$930</b>
<b>June 11 - 12</b>	<b>2</b>	<b>\$930</b>
<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>
<b>December 17 - 18</b>	<b>2</b>	<b>\$930</b>

	Duration	Fees
<b>February 2 - 3</b>	<b>2</b>	<b>\$930</b>
<b>May 14 - 15</b>	<b>2</b>	<b>\$930</b>
<b>September 3 - 4</b>	<b>2</b>	<b>\$930</b>
<b>December 11 - 12</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Human Resources Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Writing Effective Policies & Procedures  
From Confusion to Clarity



	Duration	Fees
<b>March 5 - 6</b>	<b>2</b>	<b>\$930</b>
<b>May 11 - 12</b>	<b>2</b>	<b>\$930</b>
<b>October 5 - 6</b>	<b>2</b>	<b>\$930</b>

Negotiation Skills for Recruiters  
From Counteroffer to Close

Onboarding: The Essential Rules fo  
a Successful Onboarding Program

	Duration	Fees		Duration	Fees
<b>April 8 - 10</b>	<b>3</b>	<b>\$1,395</b>	<b>May 4 - 5</b>	<b>2</b>	<b>\$930</b>
<b>September 7 - 9</b>	<b>3</b>	<b>\$1,395</b>	<b>August 3 - 4</b>	<b>2</b>	<b>\$930</b>
<b>November 4 - 6</b>	<b>3</b>	<b>\$1,395</b>	<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Human Resources Courses

"This course gave me the tools I need to build a better work environment for everyone"

**Ahmed K.,**  
**HR Specialist**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Workplace Violence: How to  
Manage Anger and Violence in the Workplace

Orientation Handbook: Getting Employees  
Off to a Good Start

	Duration	Fees
<b>February 16 - 18</b>	<b>3</b>	<b>\$1,395</b>
<b>July 6 - 8</b>	<b>3</b>	<b>\$1,395</b>
<b>November 2 - 4</b>	<b>3</b>	<b>\$1,395</b>

	Duration	Fees
<b>March 2 - 3</b>	<b>2</b>	<b>\$930</b>
<b>August 6 - 7</b>	<b>2</b>	<b>\$930</b>
<b>November 19 - 20</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Human Resources Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



### Employee Dispute Resolution Mediation through Peer Review

	Duration	Fees
<b>February 9</b>	1	<b>\$465</b>
<b>May 18</b>	1	<b>\$465</b>
<b>October 15</b>	1	<b>\$465</b>
<b>December 11</b>	1	<b>\$465</b>

### Employee Compensation and Benefits The Ultimate Compensation and Benefits Blueprint

	Duration	Fees
<b>April 13 - 15</b>	3	<b>\$1,395</b>
<b>August 26 - 27</b>	3	<b>\$1,395</b>
<b>October 12 - 14</b>	3	<b>\$1,395</b>



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**  
**TRAINING  
CALENDAR**  
2026

**Purchasing and Procurement  
Basics**

	Duration	Fees
<b>February 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>May 4 - 5</b>	<b>2</b>	<b>\$930</b>
<b>September 10 - 11</b>	<b>2</b>	<b>\$930</b>
<b>November 12 - 13</b>	<b>2</b>	<b>\$930</b>

**Negotiation Skills for Procurement Professionals  
Achieving Win-Win Outcomes**

	Duration	Fees
<b>January 12 - 14</b>	<b>3</b>	<b>\$1,395</b>
<b>May 18 - 20</b>	<b>3</b>	<b>\$1,395</b>
<b>September 21 - 23</b>	<b>3</b>	<b>\$1,395</b>
<b>December 14 - 16</b>	<b>3</b>	<b>\$1,395</b>

# COURSES

## Procurement and Supply Chain Management Courses

"I'm happy I attended this course. The trainer explained the basics clearly and made it easy to understand. I recommend it for beginners"

**Ali R.,  
Procurement Assistant**



**Logistics and Supply  
Chain Management**

	Duration	Fees
<b>April 13 - 14</b>	<b>2</b>	<b>\$930</b>
<b>August 10 - 11</b>	<b>2</b>	<b>\$930</b>
<b>December 17 - 18</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Effective Administration Courses

"This course was really helpful. I learned how to organize my day and prioritize my tasks"

**Ahmed K.,**  
**Admin Assistant**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Office Management and Administration Skills  
The Keys to a Smooth-Running Office

Secretarial Skills for Office Professionals  
From Ordinary to Outstanding

Duration      Fees

**February 16 - 19**      4      **\$1,860**

**June 21 -23**      4      **\$1,860**

**September 14 - 17**      4      **\$1,860**

**November 2 - 5**      1      **\$1,860**

Duration      Fees

**January 5 - 6**      2      **\$930**

**March 16 - 17**      2      **\$930**

**May 17 - 18**      2      **\$930**

# COURSES

## Effective Administration Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Skills for Successful Executive and Personal  
Assistants: Become the Ultimate Right-Hand

Skills for the Administrative Assistant  
Ace Your Admin Role

Duration      Fees

Duration      Fees

**January 19 - 20**      2      **\$930**

**April 9 - 10**      2      **\$930**

**May 11 - 12**      2      **\$930**

**August 6 - 7**      2      **\$930**

**July 21 - 22**      2      **\$930**

**October 8 - 9**      2      **\$930**

**September 12 - 13**      2      **\$930**

**December 14 - 15**      2      **\$930**

**December 14 - 15**      2      **\$930**



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**  
**TRAINING  
CALENDAR**  
**2026**

Mastering Business Writing Skills Techniques  
for Persuasive and Professional Writing

	Duration	Fees
<b>February 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>April 20 - 21</b>	<b>2</b>	<b>\$930</b>
<b>September 7 - 8</b>	<b>2</b>	<b>\$930</b>
<b>December 7 - 8</b>	<b>2</b>	<b>\$930</b>

Advanced Business Writing for Professionals  
Beyond the Basics

	Duration	Fees
<b>March 16 - 17</b>	<b>2</b>	<b>\$930</b>
<b>May 18 - 19</b>	<b>2</b>	<b>\$930</b>
<b>July 9 - 10</b>	<b>2</b>	<b>\$930</b>
<b>October 12 - 13</b>	<b>2</b>	<b>\$930</b>



# COURSES

## Business and Professional Writing Skills Courses

"I'm happy I took this course! The trainer was very helpful and showed us how to write clear and professional emails"

**Nadia A.,  
Sales Coordinator**

The Ultimate Report Writing Course  
From Clumsy to Confident

	Duration	Fees
<b>April 17 - 18</b>	<b>2</b>	<b>\$930</b>
<b>June 8 - 9</b>	<b>2</b>	<b>\$930</b>
<b>October 8 - 9</b>	<b>2</b>	<b>\$930</b>
<b>December 7 - 8</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Business and Professional Writing Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Effective Proposal Writing Skills  
Write to Win and Step Up Your Proposal Game

Mastering Technical Business Writing Skills  
Tech Talk

Duration Fees

Duration Fees

**February 2 - 3** 2 **\$930**

**January 21 - 23** 3 **\$1,395**

**June 5 - 6** 2 **\$930**

**July 14 - 16** 3 **\$1,395**

**October 5 - 6** 2 **\$930**

**November 10 - 12** 3 **\$1,395**

**December 7 - 8** 2 **\$930**

# COURSES

## Essential Finance & Accounting Skills Courses

"The trainer explained financial terms in simple language, which made it easy for me to understand, I recommend it to anyone who wants to learn the basics of finance"

**Manal A.,  
Office Manager**



**SMART MANAGEMENT  
TRAINING & CONSULTANCY**

**TRAINING  
CALENDAR  
2026**

**Financial Fundamentals for Non-Financial People: The ABCs of Finance**

	Duration	Fees
<b>January 20 - 22</b>	<b>3</b>	<b>\$1,395</b>
<b>April 20 - 22</b>	<b>3</b>	<b>\$1,395</b>
<b>September 30 - 2 Oct</b>	<b>3</b>	<b>\$1,395</b>
<b>December 21 - 23</b>	<b>3</b>	<b>\$1,395</b>

**Complex Money Laundering Schemes workshop**

**Essential Accounting Skills for Managers  
Accounting Skills for Business Success**

	Duration	Fees
<b>January 5 - 8</b>	<b>4</b>	<b>\$3,000</b>
<b>April 7 - 10</b>	<b>4</b>	<b>\$3,000</b>
<b>August 10 - 13</b>	<b>4</b>	<b>\$3,000</b>
<b>December 8 - 11</b>	<b>4</b>	<b>\$3,000</b>

	Duration	Fees
<b>March 18 - 19</b>	<b>2</b>	<b>\$930</b>
<b>July 1 - 2</b>	<b>2</b>	<b>\$930</b>
<b>October 19 - 20</b>	<b>2</b>	<b>\$930</b>

# COURSES

## Essential Finance & Accounting Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Counter-Terrorism  
Financing (CTF)



Duration      Fees

**February 3 - 5**      3      **\$2,700**

**June 10 - 12**      3      **\$2,700**

**September 16 - 18**      3      **\$2,700**

**November 23 - 25**      3      **\$2,700**

Financial Accounting  
and Reporting

Effective Budgeting and Cost Control  
For Managers in Today's Business World

Duration      Fees

**March 9 - 13**      5      **\$3,500**

**May 28 - 29**      5      **\$3,500**

**November 2 - 6**      5      **\$3,500**

**December 21 - 25**      5      **\$3,500**

Duration      Fees

**February 2 - 4**      3      **\$2,000**

**June 1 - 3**      3      **\$2,000**

**October 20 - 22**      3      **\$2,000**

# COURSES

## Essential Finance & Accounting Skills Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

UAE Corporate  
Tax



	Duration	Fees
<b>January 20 - 22</b>	<b>3</b>	<b>\$2,300</b>
<b>April 22 - 24</b>	<b>3</b>	<b>\$2,300</b>
<b>October 20 - 22</b>	<b>3</b>	<b>\$2,300</b>
<b>December 21 - 23</b>	<b>3</b>	<b>\$2,300</b>

Corporate Governance: Principles,  
Policies and Best Practices

Accounts Payable: Accounting and Management  
Best Practices

	Duration	Fees
<b>March 19 - 21</b>	<b>5</b>	<b>\$3,500</b>
<b>July 6 - 10</b>	<b>5</b>	<b>\$3,500</b>
<b>October 19 - 23</b>	<b>5</b>	<b>\$3,500</b>
<b>December 21 - 25</b>	<b>5</b>	<b>\$3,500</b>

	Duration	Fees
<b>February 4 - 6</b>	<b>3</b>	<b>\$2,000</b>
<b>July 8 - 10</b>	<b>3</b>	<b>\$2,000</b>
<b>November 9 - 11</b>	<b>3</b>	<b>\$2,000</b>



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Money Laundering  
Investigations

	Duration	Fees
<b>February 16 - 18</b>	<b>3</b>	<b>\$2,000</b>
<b>July 8 - 10</b>	<b>3</b>	<b>\$2,000</b>
<b>November 16 - 18</b>	<b>3</b>	<b>\$2,000</b>

Fraud  
Prevention

	Duration	Fees
<b>January 14 - 16</b>	<b>3</b>	<b>\$2,200</b>
<b>May 12 - 14</b>	<b>3</b>	<b>\$2,200</b>
<b>September 9 - 11</b>	<b>3</b>	<b>\$2,200</b>
<b>November 23 - 25</b>	<b>3</b>	<b>\$2,200</b>

**Ahmed K.,**  
**Team Leader**



## COURSES

### Essential Finance & Accounting Skills Courses

"This course was very helpful! The trainer gave us practical tips on how to manage budgets effectively"

Governance, Risk  
and Compliance

	Duration	Fees
<b>February 9 - 13</b>	<b>5</b>	<b>\$3,500</b>
<b>June 1 - 5</b>	<b>5</b>	<b>\$3,500</b>
<b>August 10 - 14</b>	<b>5</b>	<b>\$3,500</b>
<b>November 9 - 13</b>	<b>5</b>	<b>\$3,500</b>



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

# COURSES

## Essential Finance & Accounting Skills Courses



### Sanctions Compliance

### Anti-Money Laundering In UAE

	Duration	Fees		Duration	Fees
<b>March 23 - 25</b>	<b>3</b>	<b>\$2,200</b>	<b>February 23 - 25</b>	<b>3</b>	<b>\$2,000</b>
<b>May 13 - 15</b>	<b>3</b>	<b>\$2,200</b>	<b>July 8 - 10</b>	<b>3</b>	<b>\$2,000</b>
<b>September 9 - 11</b>	<b>3</b>	<b>\$2,200</b>	<b>November 23 - 25</b>	<b>3</b>	<b>\$2,000</b>
<b>December 7 - 9</b>	<b>3</b>	<b>\$2,200</b>			

# COURSES

## Renewable Energy Courses

"Leading a sales team requires a special set of skills, and this course delivered. The actionable advice on coaching and motivating sales staff has directly resulted in better performance and higher sales figures"

**Ahmed Z.,  
Sales Manager**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Energy Transition  
and Innovation

Duration      Fees

**January 5 - 9**      **5**      **\$4,750**

**June 8 - 12**      **5**      **\$4,750**

**August 31 - 4 Sept**      **5**      **\$4,750**

**December 7 - 11**      **5**      **\$4,750**

Renewable Energy  
and Sustainability

Clean Energy Opportunities  
& Risk Analysis

Duration      Fees

Duration      Fees

**February 2 - 6**      **5**      **\$4,250**

**March 2 - 6**      **5**      **\$4,750**

**August 31 - 4 Sept**      **5**      **\$4,250**

**October 5 - 9**      **5**      **\$4,750**

**December 7 - 11**      **5**      **\$4,250**

# COURSES

## Renewable Energy Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Energy and  
Climate Change

Impact of Renewable  
Energy Sources

Duration      Fees

Duration      Fees

**January 5 - 9**      **5**      **\$4,750**

**March 9 - 13**      **5**      **\$4,750**

**June 8 - 12**      **5**      **\$4,750**

**October 5 - 9**      **5**      **\$4,750**

**September 7 - 11**      **5**      **\$4,750**

# COURSES

## Renewable Energy Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



### Renewable Energy Essentials

### Sustainability and Energy Management

	Duration	Fees		Duration	Fees
<b>April 30</b>	1	<b>\$1,395</b>	<b>May 6 - 8</b>	3	<b>\$2,150</b>
<b>August 13</b>	1	<b>\$1,395</b>	<b>November 11 - 13</b>	3	<b>\$2,150</b>
<b>October 20</b>	1	<b>\$1,395</b>			
<b>November 19</b>	1	<b>\$1,395</b>			

# COURSES



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Internal Auditor Course on  
ISO 9001:2015 - CERTIFIED

	Duration	Fees
<b>January 27 - 29</b>	<b>3</b>	<b>\$2,600</b>
<b>April 20 - 22</b>	<b>3</b>	<b>\$2,600</b>
<b>July 13 - 15</b>	<b>3</b>	<b>\$2,600</b>
<b>October 12 - 14</b>	<b>3</b>	<b>\$2,600</b>

IMS Internal Auditors Course  
on QHSE - CERTIFIED

**Rania M.,**  
**Operations Manager**



ISO 31000 - Risk Management  
- CERTIFIED

	Duration	Fees		Duration	Fees
<b>February 9 - 11</b>	<b>3</b>	<b>\$2,600</b>	<b>March 16 - 18</b>	<b>3</b>	<b>\$2,600</b>
<b>April 21 - 23</b>	<b>3</b>	<b>\$2,600</b>	<b>July 14 - 16</b>	<b>3</b>	<b>\$2,600</b>
<b>August 26 - 27</b>	<b>3</b>	<b>\$2,600</b>	<b>September 21 - 23</b>	<b>3</b>	<b>\$2,600</b>
<b>November 2 - 4</b>	<b>3</b>	<b>\$2,600</b>	<b>December 7 - 9</b>	<b>3</b>	<b>\$2,600</b>

# COURSES

## Management Systems Certified Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



ISO 9001:2015 Awareness  
Course - CERTIFIED

ISO 14001:2015 Awareness  
Course - CERTIFIED

	Duration	Fees
<b>February 12 - 13</b>	2	\$2,000
<b>May 31 - 1 June</b>	2	\$2,000
<b>August 26 - 28</b>	2	\$2,000
<b>November 5 - 6</b>	2	\$2,000

	Duration	Fees
<b>March 18 - 19</b>	2	\$2,000
<b>September 24 - 25</b>	2	\$2,000
<b>December 14 - 15</b>	2	\$2,000

# COURSES

## Oil & Gas Courses

"This was a great investment for our company. My team now has a better understanding of their roles and responsibilities, and I've seen improvements in their productivity"

**Omar K.,  
Operations Manager**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Production Petroleum  
Engineering

	Duration	Fees
<b>February 2 - 6</b>	<b>5</b>	<b>\$4,950</b>
<b>April 20 - 24</b>	<b>5</b>	<b>\$4,950</b>
<b>June 8 - 12</b>	<b>5</b>	<b>\$4,950</b>
<b>August 17 - 21</b>	<b>5</b>	<b>\$4,950</b>
<b>December 14 - 18</b>	<b>5</b>	<b>\$4,950</b>

Functional Safety Process Hazard  
and Risk Analysis

Drilling and  
Workover Ops

	Duration	Fees
<b>January 13 - 15</b>	<b>3</b>	<b>\$2,750</b>
<b>March 11 - 13</b>	<b>3</b>	<b>\$2,750</b>
<b>June 8 - 10</b>	<b>3</b>	<b>\$2,750</b>
<b>September 14 - 16</b>	<b>3</b>	<b>\$2,750</b>
<b>November 2 - 4</b>	<b>3</b>	<b>\$2,750</b>

	Duration	Fees
<b>February 9 - 12</b>	<b>4</b>	<b>\$3,500</b>
<b>April 20 - 23</b>	<b>4</b>	<b>\$3,500</b>
<b>June 8 - 11</b>	<b>4</b>	<b>\$3,500</b>
<b>September 15 - 18</b>	<b>4</b>	<b>\$3,500</b>
<b>November 3 - 6</b>	<b>4</b>	<b>\$2,750</b>

# COURSES



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

## Process Safety Management



Duration      Fees

**January 19 - 22**      4      **\$3,500**

**March 16 - 19**      4      **\$3,500**

**May 5 - 8**      4      **\$3,500**

**September 15 - 18**      4      **\$3,500**

**December 21 - 24**      4      **\$2,750**

Reservoir Simulation Fundamentals for  
Non-Specialists

Advanced Process Risk  
Assessment & Risk Management

Duration      Fees

**February 16 - 20**      5      **\$4,950**

**March 23 - 27**      5      **\$4,950**

**November 9 - 13**      5      **\$4,950**

Duration      Fees

**March 16 - 19**      5      **\$4,950**

**November 9 - 13**      5      **\$4,950**

# COURSES

## Oil & Gas Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

CCPS Risk-Based  
Process Safety (RBPS)



	Duration	Fees
<b>March 23 - 27</b>	<b>5</b>	<b>\$3,500</b>
<b>April 20 - 24</b>	<b>5</b>	<b>\$3,500</b>
<b>August 17 - 21</b>	<b>5</b>	<b>\$3,500</b>
<b>December 21 - 25</b>	<b>5</b>	<b>\$3,500</b>

Oil & Gas Technical Competence for  
Non-Technical Professionals

Gas  
Processing

	Duration	Fees
<b>March 23 - 27</b>	<b>5</b>	<b>\$4,950</b>
<b>September 21 - 25</b>	<b>5</b>	<b>\$4,950</b>

	Duration	Fees
<b>March 23 - 27</b>	<b>5</b>	<b>\$4,950</b>
<b>September 21 - 25</b>	<b>5</b>	<b>\$4,950</b>

# COURSES

## Oil & Gas Courses

"The employees I sent for training returned with a noticeable boost in their confidence and performance. Highly recommended"

**Abrar Alsawi,  
HR Manager**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Oil & Gas  
Operational Safety

Duration Fees

**May 11 - 15** 5 **\$4,950**

**October 12 - 16** 5 **\$4,950**

**November 9 - 13** 5 **\$4,950**

Process Plant Start-up  
and Commissioning

Duration Fees

**May 18 - 22** 5 **\$4,950**

**October 12 - 16** 5 **\$4,950**

**November 16 - 20** 5 **\$4,950**

Process Plant Start-up,  
Commissioning and Troubleshooting

Duration Fees

**May 4 - 15** 10 **\$9,500**

**November 16 - 27** 10 **\$9,500**

# COURSES

## Oil & Gas Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Process Troubleshooting  
and Problem Solving



Duration      Fees

**March 23 - 27**      **5**      **\$4,950**

**June 22 - 26**      **5**      **\$4,950**

**December 21 - 25**      **5**      **\$4,950**

Introduction to the  
Oil & Gas Industry

Integrated Reservoir Analysis  
Concepts, Methodology & Importance

Duration      Fees

**May 11 - 15**      **5**      **\$4,950**

Duration      Fees

**May 11 - 15**      **5**      **\$4,950**

**October 12 - 16**      **5**      **\$4,950**

**December 21 - 25**      **5**      **\$4,950**

# COURSES

## Oil & Gas Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Petroleum Economics, Risk, and  
Decision Analysis



Duration      Fees

**February 23 - 27**      **5**      **\$4,950**

**April 20 - 24**      **5**      **\$4,950**

**September 7 - 11**      **5**      **\$4,950**

Reservoir Management  
and Monitoring

SIMOPS: Simultaneous Operations System  
for the Oil & Gas Industry

Duration      Fees

**March 23 - 26**      **4**      **\$3,500**

**March 31 - 3 April**      **4**      **\$3,500**

**June 22 - 26**      **4**      **\$3,500**

**November 23 - 26**      **4**      **\$3,500**

Duration      Fees

**May 18 - 22**      **5**      **\$4,950**

**June 22 - 26**      **5**      **\$4,950**

**October 19 - 23**      **5**      **\$4,950**

# COURSES

## Oil & Gas Courses

"The course was exactly what I needed. It was clear and to the point, with lots of practical tips. I'd definitely recommend SMART Training"

**Fadi Ahmed**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

Technical Report Writing in the  
Maritime & Offshore Industry

Duration Fees

**April 6 - 10** 5 **\$4,950**

**August 31 - Sept 4** 5 **\$4,950**

**November 23 - 27** 5 **\$4,950**

Oil Movement, Storage  
and Troubleshooting

Techlog Formation  
Evaluation

Duration Fees

**January 19 - 23** 5 **\$4,950**

**May 18 - 22** 5 **\$4,950**

**September 14 - 18** 5 **\$4,950**

**October 19 - 23** 5 **\$4,950**

Duration Fees

**April 13 - 17** 5 **\$4,950**

**July 13 - 17** 5 **\$4,950**

**September 7 - 11** 5 **\$4,950**

# COURSES

## Oil & Gas Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



Flares and Relief Systems: Efficient  
Design, Safe Operation & Maintenance

Auditing in the Oil  
& Gas Industry

	Duration	Fees
<b>January 19 - 23</b>	<b>5</b>	<b>\$4,950</b>
<b>March 2 - 6</b>	<b>5</b>	<b>\$4,950</b>
<b>June 22 - 26</b>	<b>5</b>	<b>\$4,950</b>
<b>July 13 - 17</b>	<b>5</b>	<b>\$4,950</b>
<b>October 26 - 30</b>	<b>5</b>	<b>\$4,950</b>

	Duration	Fees
<b>February 24 - 27</b>	<b>4</b>	<b>\$3,500</b>
<b>March 9 - 12</b>	<b>4</b>	<b>\$3,500</b>
<b>August 31 - Sept 4</b>	<b>4</b>	<b>\$3,500</b>
<b>October 27 - 30</b>	<b>4</b>	<b>\$3,500</b>

# COURSES

## Oil & Gas Courses



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026



### Petroleum Engineering for Non-Specialists

### Process Engineering for Non-process Engineering Professionals

	Duration	Fees
--	----------	------

<b>February 23 - 27</b>	<b>5</b>	<b>\$4,950</b>
-------------------------	----------	----------------

# COURSES

## Microsoft® Office Courses

"After this training, my staff is more comfortable working with Excel and PowerPoint. SMART Training did a fantastic job"

**Abdulla Marwan,**  
**HR Manager**



SMART MANAGEMENT  
TRAINING & CONSULTANCY

TRAINING  
CALENDAR  
2026

MS Office  
Word

Duration Fees

**October 24 - 26**      **3**      **\$2,350**

MS Office  
PowerPoint

Duration Fees

**October 29 - 30**      **2**      **\$2,350**

MS Office  
Excel

Duration Fees

**November 12 - 14**      **3**      **\$2,350**

MS Office  
365

Duration Fees

**October 15 - 16**      **2**      **\$2,350**

Microsoft Project  
Professional

Duration Fees

**October 14 - 15**      **2**      **\$2,350**

# COURSES

## Microsoft® Office Courses



### TRAINING CALENDAR 2026

#### MS Office Outlook

Duration Fees

**October 24 - 26**      **3**      **\$2,350**



#### MS Office Publisher

Duration Fees

**October 17 - 19**      **3**      **\$2,350**

#### MS Office Power BI

Duration Fees

**October 14 - 17**      **4**      **\$2,350**

#### Microsoft Teams

Duration Fees

**October 29 - 30**      **2**      **\$2,350**

#### MS Office Access

Duration Fees

**October 25 - 27**      **3**      **\$2,350**



# Contact US



Looking for tailored training solutions? Have questions about our programs?

**Reach out to us**  
we'd love to hear from you



Tel: +971 4 255 5915



Mob: +971 50 227 4553



P. O. Box: 78092, Dubai, UAE



[sales@smart-trainingdxb.com](mailto:sales@smart-trainingdxb.com)



[www.smart-trainingdxb.com](http://www.smart-trainingdxb.com)