

TRAINING Calendar 2022

On Target
Training
Quality Customer Service
Expert Facilitators
Reliable Advise & Support

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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	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
MANAGEMENT SKILLS - YOUR KEY TO SUCCESS - CERTIFIED	5	\$2,325		7-11		4-8		20-24		22-26				12-16
SUPERVISORY ESSENTIALS	3	\$1,395	14-16		15-17			15-17			14-16		1-3	
LEADERSHIP: PRACTICAL SKILLS AND TECHNIQUES	4	\$1,860		14-17		18-21		21-24			19-22		22-25	
BEING AN EFFECTIVE TEAM MEMBER	2	\$930	22-23		24-25		9-10				26-27		7-8	
COACHING AND MENTORING	2	\$930			1-2				21-22		8-9			
CHANGE MANAGEMENT	3	\$1,395			2-4			1-3			5-7		23-25	
STRATEGIC THINKING & PLANNING	3	\$1,395		7-9					5-7			12-14		14-16
PROJECT MANAGEMENT	3	\$1,395	21-24		16-18			8-10			12-14			6-8
CONFLICT RESOLUTION	2	\$930		21-22				2-3				17-18		
CREATIVE THINKING AND INNOVATION	2	\$930		24-25		6-7			7-8			19-20		12-13
MEETING MANAGEMENT	2	\$930			3-4				4-5		21-22			14-15
CRITICAL THINKING	2	\$930		1-2			12-13			25-26		4-5		22-23
PERFORMANCE MANAGEMENT	2	\$930							20-21					3-4
BUSINESS SUCCESSION PLANNING	2	\$930			14-15				11-12		28-29			27-28
ADVANCED LEADERSHIP SKILLS	2	\$930			29-30				13-14			5-6	10-11	
CHANGE: MANAGEMENT AND IMPLEMENTATION	3	\$1,395	14-16			4-6				23-25				14-16
TEAM BUILDING	2													

Personal Development Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
ASSERTIVENESS SKILLS	1	\$465		21		19					30			5
EFFECTIVE COMMUNICATION SKILLS	2	\$930	26-27		17-18				21-22				1-2	
EMOTIONAL INTELLIGENCE	3	\$1,395		16-18				1-3			21-23			12-14
PROBLEM SOLVING & DECISION MAKING	3	\$1,395		9-11			11-13			17-19			16-18	
PLANNING & ORGANIZING SKILLS	2	\$930			28-29				25-26			13-14		
EFFECTIVE TIME MANAGEMENT	2	\$930		21-22					19-20			20-21		15-16
MANAGING YOUR STRESS	1	\$465			1		9		25					22
BODY LANGUAGE BASICS	2	\$930					10-11				20-21			22-23
INTERPERSONAL SKILLS	2	\$930		14-15						30-31			21-22	
ENHANCING YOUR PERSONAL EFFECTIVENESS - CERTIFIED	3	\$1,395					10-12				13-15			21-23

Sales And Marketing Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
THE KEY TO SUCCESSFUL SELLING - CERTIFIED	3	\$1,395			15-17			20-22				18-20		
FUNDAMENTALS OF MARKETING	3	\$1,395		23-25			17-19				13-15		22-24	
NEGOTIATING FOR RESULTS	3	\$1,395		9-11			15-17			23-25			2-4	
MASTERING POWERFUL PRESENTATIONS	3	\$1,395			29-31			22-24	11-13		6-8		16-18	
OVERCOMING SALES OBJECTIONS	2	\$930	22-23						19-20					28-29

Customer Focused Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
OUTSTANDING CUSTOMER CARE & TELEPHONE SKILLS - CERTIFIED	2	\$930	26-27			13-14						5-6		
QUALITY CUSTOMER SERVICE	2	\$930		3-4				20-21				3-4		
CONFERENCES & EVENTS MANAGEMENT	2	\$930	19-20			25-26	11-12			11-12				20-21
TELEPHONE HANDLING SKILLS	1	\$465		25				6						4
BUSINESS ETHICS	2	\$930			3-4									15-16
BUSINESS ETIQUETTE	3	\$1,395		2-4				8-10				4-6		

Human Resources Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
HUMAN RESOURCES MANAGEMENT - CERTIFIED	5	\$2,325	12-16		14-18			20-24			26-30			6-9
INTERVIEWING SKILLS & HIRING TECHNIQUES	2	\$930		9-10			17-18		27-29			19-20	16-17	
TRAIN THE TRAINER	4	\$1,860			1-4				4-7			17-20		13-16
DEVELOPING A TRAINING NEEDS ANALYSIS	2	\$930			30-31				16-17		29-30			
NEGOTIATION SKILLS FOR RECRUITERS	3	\$1,395				13-14	24-25		20-22	16-18				1-3

Effective Administration Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
SECRETARIAL SKILLS FOR OFFICE PROFESSIONALS	2	\$930			16-17			28-29		15-16		27-28		
EFFECTIVE OFFICE MANAGEMENT & ADMINISTRATION SKILLS - CERTIFIED	4	\$1,860		1-4		25-28				23-26			15-18	
ADMINISTRATIVE SUPPORT	2	\$930			29-30		12-13					10-11	22-23	
EXECUTIVE AND PERSONAL ASSISTANTS	2	\$930		16-17					14-15			17-18		

Written Skills Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
EFFECTIVE BUSINESS WRITING SKILLS	2	\$930		23-24		14-15			4-5			18-19	15-16	
ADVANCED BUSINESS WRITING SKILLS	2	\$930				20-21			13-14				24-25	
REPORT WRITING	2	\$930			16-17		12-13		11-12			12/13/2022		
REPORT WRITING FOR BEGINNERS	2	\$930		9-10							12-13			
TECHNICAL BUSINESS WRITING	3	\$1,395	14-16	16-18		28-30				24-26		19-21		13-15
WRITING REPORTS & PROPOSALS	2													

Finance & Accounting Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
FINANCE FOR NON FINANCIAL STAFF	3	\$1,395	21-23				26-28					17-19		20-22
ACCOUNTING SKILLS FOR NEW SUPERVISORS	2	\$930			1-2				5-6			20-21		
ANTI-MONEY LAUNDERING (IN-COMPANY)	3													
CREDIT RISK MANAGEMENT (IN-COMPANY)	3													
ECONOMICS FOR BANKERS (IN-COMPANY)	3													
ISLAMIC BANKING PRODUCTS (IN-COMPANY)	5													
BANK RISK MANAGEMENT (IN-COMPANY)	4													
PRINCIPLES OF TRADE FINANCE (IN-COMPANY)	4													

Oil & Gas Courses (Classroom/ Online Session)

	Duration	Fee	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
PRODUCTION PETROLEUM ENGINEERING	5	\$4950		14-18		4-8		20-24		22-26				19-23
FUNCTIONAL SAFETY PROCESS HAZARD AND RISK ANALYSIS	3	\$2750	14-16		15-17			15-17			14-16		1-3	
DRILLING AND WORKOVER OPS	4	\$3500		21-24		18-21		21-24			20-23		22-25	
PROCESS SAFETY MANAGEMENT	4	\$3500	22-23		21-24		10-11				26-29			6-9
ADVANCED PROCESS RISK ASSESSMENT & RISK MANAGEMENT	5	\$4950			7-11									7-11
RESERVOIR SIMULATION FUNDAMENTALS FOR NON-SPECIALISTS	5	\$4950		25	14-18									21-25
GAS PROCESSING	5	\$4950			21-25						26-30			
OIL & GAS TECHNICAL COMPETENCE FOR NON-TECHNICAL PROFESSIONALS	5	\$4950			21-25						19-23			
CCPS RISK-BASED PROCESS SAFETY (RBPS)	5	\$4950			7-11	4-8				8-12				12-16
OIL & GAS OPERATIONAL SAFETY	5	\$4950					16-20					31	8-11	
PROCESS PLANT START-UP AND COMMISSIONING	5	\$4950					23-27					10-14	7-11	
PROCESS PLANT START-UP, COMMISSIONING AND TROUBLESHOOTING	10	\$9500					9-20							14-25
INTEGRATED RESERVOIR ANALYSIS: CONCEPTS, METHODOLOGY & IMPORTANCE	5	\$4950					16-20							19-23
INTRODUCTION TO THE OIL & GAS INDUSTRY	5	\$4950					23-27					24-28		
PROCESS TROUBLESHOOTING AND PROBLEM SOLVING	5	\$4950			21-25			13-17						5-9
PETROLEUM ECONOMICS, RISK, AND DECISION ANALYSIS	5	\$4950		21-25		11-15					12-16			
SIMOPS: SIMULTANEOUS OPERATIONS SYSTEM FOR THE OIL & GAS INDUSTRY	5	\$4950					30-31	1-3				10-14		
RESERVOIR MANAGEMENT AND MONITORING	4	\$3500			28-31	1		6-10						7-10
TECHNICAL REPORT WRITING IN THE MARITIME & OFFSHORE INDUSTRY	5	\$4950				25-29				1-5				7-11
TECHNOLOGY FORMATION EVALUATION	5	\$4950				4-8			11-15		12-16			
OIL MOVEMENT, STORAGE AND TROUBLESHOOTING	5	\$4950	24-28				9-13				19-23	3-7		5-9
FLARES AND RELIEF SYSTEMS: EFFICIENT DESIGN, SAFE OPERATION & MAINTENANCE	5	\$4950	24-28		7-11			27-30	1			3-7		
AUDITING IN THE OIL & GAS INDUSTRY	4	\$3500		17	1-4					15-19		17-20		
PROCESS ENGINEERING FOR NON-PROCESS ENGINEERING PROFESSIONALS	5	\$4950				4-8		13-17						7-11
PETROLEUM ENGINEERING FOR NON-SPECIALISTS	5	\$4950		21-25				13-17			5-9			12-16

Management Systems Certified Courses (Classroom/ Online Session)

	Duration	Fee</
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