



TRAINING CALENDAR

LEARNING AND DEVELOPMENT

SMART Management
Training and Consultancy

Begins January 2023

20
23



SMART MANAGEMENT
Training & Consultancy
Think Smart ... Think Management

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2023 TRAINING CALENDAR

COURSES CATEGORY WISE



SMART MANAGEMENT
Training & Consultancy
Think Smart ... Think Management

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Management Skills: Becoming Management Material

	Days	Fees
6 - 10 February	5	\$2325
3 - 7 April	5	\$2325
19 - 23 June	5	\$2325
21 - 25 August	5	\$2325
11 - 15 December	5	\$2325

Transformational Change and Strategic Leadership

	Days	Fees
16 - 20 January	5	\$3500
5 - 9 June	5	\$3500
14 - 18 August	5	\$3500
9 - 13 October	5	\$3500
25 - 29 December	5	\$3500

Enterprise Risk Management

	Days	Fees
9- 13 January	5	\$3500
6 - 10 March	5	\$3500
19 - 23 June	5	\$3500
20 - 24 November	5	\$3500
18 - 22 December	5	\$3500

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Supervisory Essentials

	Days	Fees
16 – 18 January	3	\$1395
13 – 15 March	3	\$1395
12 – 14 June	3	\$1395
11 – 13 September	3	\$1395
6 – 8 November	3	\$1395

Leadership: Practical Skills and Techniques

	Days	Fees
13 – 16 February	4	\$1860
17 – 20 April	4	\$1860
19 – 22 June	4	\$1860
18 – 21 September	4	\$1860
20 – 23 November	4	\$1860

Organizational Leadership

	Days	Fees
13 – 17 February	5	\$3500
21 – 25 August	5	\$3500
18 – 22 December	5	\$3500

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Basic Business Management: Boot Camp for Business Owners

	Days	Fees
6 - 8 March	3	\$1395
24 - 26 July	3	\$1395
11 - 13 September	3	\$1395

Delegation: The Art of Delegating Effectively

	Days	Fees
27 February	1	\$465
5 June	1	\$465
6 November	1	\$465

Coaching and Mentoring

	Days	Fees
6 - 7 March	2	\$930
24 - 25 July	2	\$930
11 - 12 September	2	\$930

Achieving Quantum Leap Results through Coaching Skills

	Days	Fees
24 - 25 July	2	\$930
6 - 7 November	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Business Process Management

	Days	Fees
23 – 24 January	2	\$930
20 – 21 March	2	\$930
8 – 9 May	2	\$930
25 – 26 September	2	\$930
4 – 5 December	2	\$930

Being an Effective Team Member

	Days	Fees
23 – 24 January	2	\$930
20 – 21 March	2	\$930
8 – 9 May	2	\$930
25 – 26 September	2	\$930
4 – 5 December	2	\$930

Change Management

	Days	Fees
6 – 8 March	3	\$1395
5 – 7 June	3	\$1395
4 – 6 September	3	\$1395
27 – 29 November	3	\$1395

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Strategic Thinking & Planning

	Days	Fees
6 - 8 February	3	\$1395
3 - 5 July	3	\$1395
9 - 11 October	3	\$1395
11 - 13 December	3	\$1395

Meeting Management: The Art of Making Meetings Work

	Days	Fees
6 - 8 March	2	\$930
3 - 4 July	2	\$930
18 - 20 September	2	\$930
11 - 12 December	2	\$930

Creative Thinking and Innovation

	Days	Fees
23 - 24 February	2	\$930
3 - 4 April	2	\$930
3 - 4 July	2	\$930
16 - 17 October	2	\$930
11 - 12 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Conflict Resolution

	Days	Fees
20 – 21 February	2	\$930
5 – 6 June	2	\$930
16 – 17 October	2	\$930

The Minute-Taker's Workshop

	Days	Fees
27 February	1	\$465
5 June	1	\$465
6 November	1	\$465

Self-Leadership

	Days	Fees
17 – 18 July	2	\$930
6 – 7 November	2	\$930

Facilitation Skills

	Days	Fees
24 –25 July	2	\$930
6 – 7 November	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Employee Accountability

	Days	Fees
13 - 14 March	2	\$930
10 - 11 July	2	\$930
25 - 26 September	2	\$930
25 - 26 December	2	\$930

Conducting Effective Performance Reviews

	Days	Fees
10 - 12 May	3	\$1395
1 - 3 August	3	\$1395
23 - 25 October	3	\$1395
12 - 14 December	3	\$1395

Knowledge Management

	Days	Fees
23 - 24 January	2	\$930
27 - 28 March	2	\$930
8 - 9 May	2	\$930
25 - 26 September	2	\$930
4 - 5 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Lean Process Improvement

	Days	Fees
13 - 14 March	2	\$930
10 - 11 July	2	\$930
25 - 26 September	2	\$930
25 - 26 December	2	\$930

Business Succession Planning

	Days	Fees
13 - 14 March	2	\$930
10 - 11 July	2	\$930
25 - 26 September	2	\$930
25 - 26 December	2	\$930

Inventory Management: The Nuts and Bolts

	Days	Fees
23 - 24 January	2	\$930
27 - 28 March	2	\$930
8 - 9 May	2	\$930
25 - 26 September	2	\$930
4 - 6 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Advanced Leadership Skills

	Days	Fees
27 - 28 March	2	\$930
10 - 11 July	2	\$930
2 - 3 October	2	\$930
6 - 7 November	2	\$930

Team Building: Developing High Performance Teams

	Days	Fees
13 - 15 March	3	\$1395
10 - 12 July	3	\$1395
25 - 27 September	3	\$1395
25 - 27 December	3	\$1395

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Motivation Training: Motivating Your Workforce**

	Days	Fees
13 – 14 March	2	\$930
10 – 11 July	2	\$930
25 – 26 September	2	\$930
25 – 26 December	2	\$930

Critical Thinking

	Days	Fees
6 – 7 February	2	\$930
8 – 9 May	2	\$930
21 – 22 August	2	\$930
2 – 3 October	2	\$930
18 – 19 December	2	\$930

Women Leadership: Women's Leadership Development

	Days	Fees
7 – 9 March	3	\$1395
18 – 20 July	3	\$1395
5 – 7 September	3	\$1395

COURSES

STRATEGY MANAGEMENT COURSES

Simplified Strategic Planning

	Days	Fees
6 – 7 February	2	\$930
3 – 4 April	2	\$930
21 – 22 August	2	\$930
11 – 12 December	2	\$930

Strategy Development Skills

	Days	Fees
5 – 6 June	2	\$930
14 – 15 August	2	\$930
2 – 3 October	2	\$930
18 – 19 December	2	\$930

Strategic Decision-Making Skill

	Days	Fees
9– 10 January	2	\$930
6 – 7 March	2	\$930
19 – 20 June	2	\$930
18 – 19 December	2	\$930

COURSES

STRATEGY MANAGEMENT COURSES

Future Foresight Skills

	Days	Fees
13 - 14 March	2	\$930
12 - 13 June	2	\$930
11 - 12 September	2	\$930
6 - 7 November	2	\$930

Brain Storming Skills

	Days	Fees
2 - 3 January	2	\$930
6 - 7 March	2	\$930
19 - 20 June	2	\$930
18 - 19 December	2	\$930

Business Planning Skills

	Days	Fees
13 - 14 March	2	\$930
10 - 11 July	2	\$930
25 - 26 September	2	\$930
25 - 26 December	2	\$930

COURSES

ENTREPRENEURIAL, LEADERSHIP & MANAGERIAL SKILLS COURSES

Leadership Skills Post COVID 19

	Days	Fees
6 - 7 February	2	\$930
3 - 4 April	2	\$930
19 - 20 June	2	\$930
21 - 22 August	2	\$930

Development Entrepreneurial Leadership Skills

	Days	Fees
5 - 6 June	2	\$930
14 - 15 August	2	\$930
9 - 10 October	2	\$930
25 - 26 December	2	\$930

COURSES

ENTREPRENEURIAL, LEADERSHIP & MANAGERIAL SKILLS COURSES

Building the Transformational Leadership Skills

	Days	Fees
16 – 17 January	2	\$930
13 – 14 March	2	\$930
11 – 12 September	2	\$930
6 – 7 November	2	\$930

Acquiring Situational Leadership Skills

	Days	Fees
9 – 10 January	2	\$930
6 – 7 March	2	\$930
19 – 20 June	2	\$930
20 – 21 November	2	\$930

Leadership Competencies Assessment using Honeycomb Diagram

	Days	Fees
13 – 14 March	2	\$930
10 – 11 July	2	\$930
25 – 26 September	2	\$930
25 – 26 December	2	\$930

COURSES

PROJECT MANAGEMENT COURSES

Project Management Training Understanding Project Management

	Days	Fees
6 - 8 February	3	\$1395
3 - 5 April	3	\$1395
19 - 21 June	3	\$1395
21 - 23 August	3	\$1395
11 - 13 December	3	\$1395

Intermediate Project Management

	Days	Fees
16 - 17 January	2	\$930
5 - 6 June	2	\$930
9 - 10 October	2	\$930
25 - 26 December	2	\$930

Advanced Project Management

	Days	Fees
6 - 8 January	3	\$1395
6 - 8 March	3	\$1395
19 - 21 June	3	\$1395
20 - 22 November	3	\$1395
18 - 20 December	3	\$1395

COURSES

PROJECT MANAGEMENT COURSES

Project Management Fundamentals

	Days	Fees
13 - 15 January	3	\$1395
13 - 15 March	3	\$1395
12 - 14 June	3	\$1395
11 - 13 September	3	\$1395
6- 8 November	3	\$1395

Effective Planning and Scheduling

	Days	Fees
9- 10 January	2	\$930
6 - 7 March	2	\$930
19 - 20 June	2	\$930
20 - 21 November	2	\$930
18 - 19 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES

Assertiveness Skills and Building Self Confidence

	Days	Fees
20 February	1	\$465
17 April	1	\$465
25 September	1	\$465
4 December	1	\$465

Effective Communication Strategies

	Days	Fees
23 – 24 January	2	\$930
13 – 14 March	2	\$930
17 – 18 July	2	\$930
30 – 31 October	2	\$930

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

	Days	Fees
9 – 13 January	5	\$2200
6 – 10 March	5	\$2200
19 – 23 June	5	\$2200
20 – 24 November	5	\$2200
18 – 22 December	5	\$2200

COURSES

PERSONAL DEVELOPMENT COURSES

Managing Difficult Conversations

	Days	Fees
8 May	1	\$465
18 September	1	\$465
18 December	1	\$465

Managing Pressure and Maintaining Balance

	Days	Fees
27 March	1	\$465
24 July	1	\$465
9 October	1	\$465

Goal Setting

	Days	Fees
13 March	1	\$465
28 August	1	\$465
20 November	1	\$465

Influence and Persuasion

	Days	Fees
8 - 9 May	2	\$930
18 - 19 September	2	\$930
18 - 19 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES

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

	Days	Fees
13 - 15 February	3	\$1395
5 - 7 June	3	\$1395
18 - 20 September	3	\$1395
11 - 13 December	3	\$1395

Personal Brand: Maximizing Personal Impact

	Days	Fees
6 - 7 February	2	\$930
8 - 9 May	2	\$930
14 - 15 August	2	\$930
13 - 14 November	2	\$930

Time Management Get Organized for Peak Performance

	Days	Fees
20 - 21 February	2	\$930
17 - 18 July	2	\$930
16 - 17 October	2	\$930
11 - 12 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES

Research Skills

	Days	Fees
13 February	1	\$465
28 August	1	\$465
20 November	1	\$465

Planning, Organizing, and Prioritizing: From Overwhelm to Order

	Days	Fees
27 - 28 March	2	\$930
19 - 20 June	2	\$930
9 - 10 October	2	\$930

Body Language Basics

	Days	Fees
8 - 9 May	2	\$930
18 - 19 September	2	\$930
18 - 19 December	2	\$930

Enhancing Your Interpersonal Skills: From Small Talk to Deep Connection

	Days	Fees
13 - 14 February	2	\$930
28 - 29 August	2	\$930
20 - 21 November	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES

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

	Days	Fees
6 – 8 February	3	\$1395
8 – 10 May	3	\$1395
14 – 16 August	3	\$1395
13 – 15 November	3	\$1395

Stress Management: Find Your Zen

	Days	Fees
27 February	1	\$465
8 May	1	\$465
17 July	1	\$465
20 November	1	\$465

Enhancing Your Personal Effectiveness

	Days	Fees
8 – 10 May	3	\$1395
11 – 13 September	3	\$1395
18 – 20 December	3	\$1395

Public Relations Boot Camp

	Days	Fees
13 – 14 February	2	\$930
28 – 29 August	2	\$930
20 – 21 November	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES

Mastering the Interview: Boost Your Chances of Getting Hired

	Days	Fees
22 March	1	\$465
24 May	1	\$465
27 July	1	\$465
30 October	1	\$465
19 December	1	\$465

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

For dates and information contact sales@smart-trainingdxb.com

UAE Cultural Awareness

For dates and information contact sales@smart-trainingdxb.com

COURSES

SALES AND MARKETING MASTERY COURSES

Dynamite Sales Presentations

	Days	Fees
20 - 21 February	2	\$930
17 - 18 July	2	\$930
16 - 17 October	2	\$930
11 - 12 December	2	\$930

Effective Marketing Skills: The Ultimate Skillset

	Days	Fees
20 - 23 February	3	\$1395
15 - 17 May	3	\$1395
11 - 13 September	3	\$1395
20 - 22 November	3	\$1395

Negotiating For Results

	Days	Fees
6 - 8 February	3	\$1395
15 - 17 May	3	\$1395
21 - 23 August	3	\$1395
6 - 8 November	3	\$1395

COURSES

SALES AND MARKETING MASTERY COURSES

Selling with Impact: Proven Selling Techniques

	Days	Fees
13 – 15 March	3	\$1395
19 – 21 June	3	\$1395
16 – 18 October	3	\$1395

Building Relationships for Success in Sales

	Days	Fees
23 – 24 January	2	\$930
17 – 18 July	2	\$930
27 – 28 November	2	\$930

Brand Management Skills: Creating and Managing Your Corporate Brand

	Days	Fees
23 – 24 January	2	\$930
17 – 18 July	2	\$930
25 – 26 November	2	\$930

COURSES

SALES AND MARKETING MASTERY COURSES

Prospecting for Leads Like a Pro

	Days	Fees
20 - 21 February	2	\$930
17 - 18 July	2	\$930
16 - 17 October	2	\$930
11 - 12 December	2	\$930

Telemarketing – Using the Telephone as a Sales Tool

	Days	Fees
16 - 17 January	2	\$930
17 - 18 July	2	\$930
27 - 28 November	2	\$930

Networking for Success

	Days	Fees
20 - 21 February	2	\$930
5 - 6 June	2	\$930
6 - 7 November	2	\$930

COURSES

SALES AND MARKETING MASTERY COURSES

Advanced Skills for Top Sales Professionals

	Days	Fees
7 - 9 February	3	\$1395
16 - 18 May	3	\$1395
12 - 14 September	3	\$1395
7 - 9 November	3	\$1395

Mastering Key Account Management: Unlocking the Potential of Your Top Accounts

	Days	Fees
14 - 16 February	3	\$1395
9 - 11 May	3	\$1395
22 - 24 August	3	\$1395
21 - 23 November	3	\$1395

Retail Selling Success: Rise to the Top of the Sales Game

	Days	Fees
7 - 8 February	2	\$930
18 - 19 July	2	\$930
17 - 18 October	2	\$930
12 - 13 December	2	\$930

COURSES

SALES AND MARKETING MASTERY COURSES

Sales Team Management: Unleashing the Power of Your Sales Team

	Days	Fees
24 – 26 January	3	\$1395
18 – 20 July	3	\$1395
7 – 8 November	3	\$1395

Effective Upselling and Cross-Selling Techniques for Business Growth

	Days	Fees
17 – 18 January	2	\$930
18 – 19 July	2	\$930
14 – 15 November	2	\$930

Overcoming Objections to Nail the Sale

	Days	Fees
23 – 24 January	2	\$930
17 – 18 July	2	\$930
27 – 28 November	2	\$930

COURSES

PRESENTATION & PUBLIC SPEAKING COURSES

Mastering Powerful Presentations: Presentation Survival School

	Days	Fees
20 - 22 February	3	\$1395
19 - 21 June	3	\$1395
10 - 12 July	3	\$1395
4 - 6 September	3	\$1395
13 - 15 November	3	\$1395

Public Speaking: Speaking Under Pressure

	Days	Fees
20 - 21 February	2	\$930
17 - 18 July	2	\$930
17 - 18 October	2	\$930
11 - 12 December	2	\$930

Conquering Your Fear of Speaking in Public

	Days	Fees
13 - 14 March	2	\$930
19 - 20 June	2	\$930
16 - 17 October	2	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES

Customer Service and Telephone Techniques: Critical Elements of Customer Service

	Days	Fees
30 – 31 January	2	\$930
19 – 20 June	2	\$930
2 – 3 October	2	\$930

Conference and Event Management: From Start to Finish

	Days	Fees
16 – 17 January	2	\$930
24 – 25 April	2	\$930
8 – 9 May	2	\$930
7 – 8 August	2	\$930
18 – 19 December	2	\$930

Strategies for Managing Customer Complaints: From Complaints to Satisfaction

	Days	Fees
23 January	1	\$465
5 June	1	\$465
6 November	1	\$465

Customer Service- Focused Manager: Managing Customer Service

	Days	Fees
6 – 7 March	2	\$930
13 – 14 November	2	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES

Business Etiquette Gaining That Extra Edge

	Days	Fees
6 – 7 February	2	\$930
5 – 6 June	2	\$930
2 – 3 October	2	\$930

Telephone Handling Skills

	Days	Fees
20 February	1	\$465
5 June	1	\$465
6 November	1	\$465

Business Ethics for the Office

	Days	Fees
27 – 28 February	2	\$930
13 – 14 November	2	\$930

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

	Days	Fees
27 – 28 February	2	\$930
13 – 14 November	2	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES

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

	Days	Fees
6 - 8 February	3	\$1395
19 - 21 June	3	\$1395
2 - 4 October	3	\$1395

CRM: An Introduction to Customer Relationship Management

	Days	Fees
6 - 7 February	2	\$930
19 - 20 June	2	\$930
2 - 3 October	2	\$930

Disability Awareness: Working with People with Disabilities

	Days	Fees
23 - 24 January	2	\$930
5 - 6 June	2	\$930
6 - 7 November	2	\$930

Diversity Training: Celebrating Diversity in the Workplace

	Days	Fees
23 January	1	\$465
5 June	1	\$465
6 November	1	\$465

COURSES

HUMAN RESOURCES COURSES

Human Resources Management

	Days	Fees
9 – 13 January	5	\$2325
13 – 17 March	5	\$2325
19 – 23 June	5	\$2325
18 – 22 September	5	\$2325
4 – 8 December	5	\$2325

Hiring for Success: Behavioral Interviewing Techniques

	Days	Fees
6 – 7 February	2	\$930
15 – 16 May	2	\$930
24 – 25 July	2	\$930
16 – 17 October	2	\$930
13 – 14 November	2	\$930

The Practical Trainer: Train The Trainer

	Days	Fees
6 – 8 March	3	\$1395
3 – 5 July	3	\$1395
16 – 18 October	3	\$1395
11 – 13 December	3	\$1395

COURSES

HUMAN RESOURCES COURSES

Negotiation Skills For Recruiters: From Counteroffer to Close

	Days	Fees
10 – 12 April	3	\$1395
22 – 24 March	3	\$1395
17 – 19 July	3	\$1395
14 – 16 August	3	\$1395
6 – 8 November	3	\$1395

Orientation Handbook: Getting Employees Off to a Good Start

	Days	Fees
6 – 7 February	2	\$930
15 – 16 May	2	\$930
24 – 25 July	2	\$930
16 – 17 October	2	\$930
13 – 14 November	2	\$930

Advanced Skills for the Practical Trainer

	Days	Fees
6 – 8 February	3	\$1395
16 – 18 May	3	\$1395
25 – 27 July	3	\$1395
14 – 16 November	3	\$1395

COURSES

HUMAN RESOURCES COURSES

Developing A Training Needs Analysis: Uncovering the Hidden Needs

	Days	Fees
27 - 28 March	2	\$930
12 - 13 June	2	\$930
25 - 26 September	2	\$930

Onboarding: The Essential Rules for a Successful Onboarding Program

	Days	Fees
27 - 28 March	2	\$930
12 - 13 June	2	\$930
25 - 26 September	2	\$930

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

	Days	Fees
27 - 29 March	3	\$1395
12 - 14 June	3	\$1395
25 - 27 September	3	\$1395

COURSES

HUMAN RESOURCES COURSES

Employee Compensation and Benefits: The Ultimate Compensation and Benefits Blueprint

	Days	Fees
27 - 29 March	3	\$1395
19 - 21 June	3	\$1395
25 - 27 September	3	\$1395

Employee Dispute Resolution: Mediation through Peer Review

	Days	Fees
20 February	1	\$465
5 June	1	\$465
6 November	1	\$465

Developing Key Performance Indicators: KPI Demystified

	Days	Fees
7 - 8 February	2	\$930
16 - 17 May	2	\$930
17 - 19 October	2	\$930

Writing Effective Policies & Procedures: From Confusion to Clarity

	Days	Fees
6 - 7 March	2	\$930
16 - 17 October	2	\$930
11 - 12 December	2	\$930

COURSES

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Purchasing and Procurement Basics

	Days	Fees
16 – 17 April	2	\$930
3 – 4 July	2	\$930
18 – 19 October	2	\$930
13 – 14 December	2	\$930

Logistics and Supply Chain Management

	Days	Fees
6 – 7 March	2	\$930
7 – 8 August	2	\$930
3 – 4 October	2	\$930
18 – 19 December	2	\$930

Negotiation Skills for Procurement Professionals

	Days	Fees
6 – 8 March	3	\$1395
7 – 9 August	3	\$1395
2 – 4 October	3	\$1395
18 – 20 December	3	\$1395

COURSES

EFFECTIVE ADMINISTRATION COURSES

Secretarial Skills for Office Professionals

	Days	Fees
13 - 14 March	2	\$930
19 - 20 June	2	\$930
14 - 15 August	2	\$930
23 - 24 October	2	\$930

Effective Office Management & Administration Skills

	Days	Fees
6 - 9 February	4	\$1860
24 - 27 April	4	\$1860
21 - 24 August	4	\$1860
13 - 16 November	4	\$1860

Administrative Support

	Days	Fees
27 - 28 March	2	\$930
8 - 9 May	2	\$930
9 - 10 October	2	\$930
20 - 21 November	2	\$930

COURSES

EFFECTIVE ADMINISTRATION COURSES

Executive and Personal Assistants

	Days	Fees
13 - 14 February	2	\$930
10 - 11 July	2	\$930
16 - 17 October	2	\$930

COURSES

WRITTEN SKILLS COURSES

Effective Business Writing Skills

	Days	Fees
20 – 21 February	2	\$930
10 – 11 April	2	\$930
3 – 4 July	2	\$930
16 – 17 October	2	\$930
13 – 14 November	2	\$930

Technical Business Writing

	Days	Fees
9 – 11 January	3	\$1395
13 – 15 February	3	\$1395
24 – 26 April	3	\$1395
21 – 23 August	3	\$1395
16 – 18 October	3	\$1395
11 – 13 December	3	\$1395

Report Writing

	Days	Fees
13 – 14 March	2	\$930
8 – 9 May	2	\$930
10 – 11 July	2	\$930
11 – 12 December	2	\$930

COURSES

WRITTEN SKILLS COURSES

Advanced Business Writing Skills

	Days	Fees
17 - 18 April	2	\$930
10 - 11 July	2	\$930
20 - 21 November	2	\$930

Report Writing For Beginners

	Days	Fees
6 - 7 February	2	\$930
11 - 12 September	2	\$930

COURSES

FINANCE & ACCOUNTING COURSES

Financial Accounting and Reporting

	Days	Fees
13 - 17 March	5	\$3500
22 - 26 May	5	\$3500
5 - 9 June	5	\$3500
13 - 17 November	5	\$3500
11 - 15 December	5	\$3500

Corporate Governance: Principles, Policies and Best Practices

	Days	Fees
6 - 10 January	5	\$3500
13 - 17 March	5	\$3500
3 - 7 July	5	\$3500
9 - 13 October	5	\$3500
4 - 8 December	5	\$3500

UAE Corporate Tax

	Days	Fees
16 - 18 January	3	\$2300
24 - 26 April	3	\$2300
16 - 18 October	3	\$2300
18 - 20 December	3	\$2300

COURSES

FINANCE & ACCOUNTING COURSES

Effective Budgeting and Cost Control

	Days	Fees
6 – 10 February	5	\$3800
22 – 26 May	5	\$3800
5 – 9 June	5	\$3800
24 – 28 July	5	\$3800
7 – 11 August	5	\$3800
4 – 8 September	5	\$3800
9 – 13 October	5	\$3800
4 – 8 December	5	\$3800

Accounting Skills For New Supervisors

	Days	Fees
27 – 28 February	2	\$930
3 – 4 July	2	\$930
16 – 17 October	2	\$930

Finance for Non-Finance Manager

	Days	Fees
23 – 25 January	3	\$1395
24 – 26 April	3	\$1395
16 – 18 October	3	\$1395
18 – 20 December	3	\$1395

COURSES

FINANCE & ACCOUNTING COURSES

Governance, Risk and Compliance

	Days	Fees
16 - 20 January	5	\$3500
13 - 17 February	5	\$3500
5 - 9 June	5	\$3500
24 - 28 July	5	\$3500
7 - 11 August	5	\$3500
4 - 8 September	5	\$3500
23 - 27 October	5	\$3500
6 - 10 November	5	\$3500
18 - 22 December	5	\$3500

Accounts Payable: Accounting and Management Best Practices

	Days	Fees
20 - 22 March	3	\$2000
3 - 5 July	3	\$2000
13 - 15 November	3	\$2000

How to write an effective STR/SAR

	Days	Fees
13 - 15 February	3	\$2500
19 - 21 June	3	\$2500
18 - 20 September	3	\$2500
11 - 13 December	3	\$2500

COURSES

FINANCE & ACCOUNTING COURSES

Fraud Prevention

	Days	Fees
16 – 18 January	3	\$2200
15 – 17 May	3	\$2200
11 – 13 September	3	\$2200
6 – 8 November	3	\$2200

Sanctions Compliance

	Days	Fees
6 – 8 March	3	\$2200
15 – 17 May	3	\$2200
11 – 13 September	3	\$2200
25 – 27 December	3	\$2200

Money Laundering Investigations

	Days	Fees
20 – 22 February	3	\$2000
3 – 5 July	3	\$2000
13 – 15 November	3	\$2000

COURSES

FINANCE & ACCOUNTING COURSES

Cyber Crimes

	Days	Fees
13 - 14 February	2	\$1800
3 - 4 July	2	\$1800
13 - 14 November	2	\$1800

Anti-Bribery & Corruption

	Days	Fees
20 - 22 February	3	\$2000
3 - 5 July	3	\$2000
13 - 15 November	3	\$2000

COURSES

BUSINESS CONTINUITY FOR THE MODERN ERA COURSES

Business Continuity Planning: Proactively Protecting Your Business's Future

	Days	Fees
6 – 10 February	5	\$3800
22 – 26 May	5	\$3800
5 – 9 June	5	\$3800
24 – 28 July	5	\$3800
7 – 11 August	5	\$3800
4 – 8 September	5	\$3800
9 – 13 October	5	\$3800
11 – 15 December	5	\$3800

Emergency & Business Continuity Management

	Days	Fees
6 – 8 March	3	\$2700
3 – 5 July	3	\$2700
16 – 18 October	3	\$2700

A Comprehensive Training in Risk Management: Surviving the Storm

	Days	Fees
13 – 15 March	3	\$1395
22 – 24 May	3	\$1395
5 – 7 June	3	\$1395
20 – 24 November	3	\$1395

COURSES

**BUSINESS CONTINUITY FOR THE MODERN ERA
COURSES****A Business Continuity Management Course for Dynamic
Organizations**

	Days	Fees
13 - 15 February	3	\$2700
29 - 30 May	3	\$2700
5 - 9 June	3	\$2700
2 - 6 October	3	\$2700
11 - 13 December	3	\$2700

COURSES

RENEWABLE ENERGY COURSES

Energy Transition and Innovation

	Days	Fees
16 – 20 January	5	\$4750
19 – 23 June	5	\$4750
18 – 22 September	5	\$4750
11 – 15 December	5	\$4750

Renewable Energy and Sustainability

	Days	Fees
6 – 10 February	5	\$4250
4 – 8 September	5	\$4250
11 – 15 December	5	\$4250

Energy and Climate Change

	Days	Fees
9 – 13 January	5	\$4750
5 – 9 June	5	\$4750
18 – 22 September	5	\$4750

COURSES

RENEWABLE ENERGY COURSES

Renewable Energy Essentials

	Days	Fees
1 May	1	\$1395
14 August	1	\$1395
18 October	1	\$1395
20 November	1	\$1395

Clean Energy Opportunities & Risk Analysis

	Days	Fees
6 – 10 March	5	\$4750
9 – 13 October	5	\$4750

Impact of Renewable Energy Sources

	Days	Fees
6 – 10 March	5	\$4750
2 – 6 October	5	\$4750

Sustainability and Energy Management

	Days	Fees
8 – 10 May	3	\$2150
13 – 15 November	3	\$2150

COURSES

OIL & GAS COURSES

Production Petroleum Engineering

	Days	Fees
13 – 17 February	5	\$4950
3 – 7 April	5	\$4950
19 – 23 June	5	\$4950
21 – 25 August	5	\$4950
18 – 22 December	5	\$4950

Functional Safety Process Hazard and Risk Analysis

	Days	Fees
16 – 18 January	3	\$2750
13 – 15 March	3	\$2750
12 – 14 June	3	\$2750
11 – 13 September	3	\$2750
6 – 8 November	3	\$2750

Reservoir Management and Monitoring

	Days	Fees
27 – 30 March	4	\$3500
3 – 6 April	4	\$3500
5 – 8 June	4	\$3500
6 – 9 November	4	\$3500

COURSES

OIL & GAS COURSES

Drilling and Workover Ops

	Days	Fees
20 – 23 February	4	\$3500
10 – 13 April	4	\$3500
19 – 22 June	4	\$3500
18 – 21 September	4	\$3500
20 – 23 November	4	\$3500

Process Safety Management

	Days	Fees
23 – 26 January	4	\$3500
20 – 23 March	4	\$3500
8 – 11 May	4	\$3500
25 – 28 September	4	\$3500
4 – 7 December	4	\$3500

CCPS Risk-Based Process Safety (RBPS)

	Days	Fees
6 – 10 March	5	\$4950
3 – 7 April	5	\$4950
7 – 11 August	5	\$4950
11 – 15 December	5	\$4950

COURSES

OIL & GAS COURSES

Auditing in the Oil & Gas Industry

	Days	Fees
13 – 16 February	4	\$3500
6 – 9 March	4	\$3500
14 – 17 August	4	\$3500
16 – 19 October	4	\$3500

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

	Days	Fees
23 – 27 January	5	\$4950
6 – 10 March	5	\$4950
19 – 23 June	5	\$4950
3 – 7 July	5	\$4950
2 – 6 October	5	\$4950

Reservoir Simulation Fundamentals for Non-Specialists

	Days	Fees
20 – 24 February	5	\$4950
13 – 17 March	5	\$4950
20 – 24 November	5	\$4950

COURSES

OIL & GAS COURSES

Petroleum Engineering for Non-Specialists

	Days	Fees
20 – 24 February	5	\$4950
12 – 16 June	5	\$4950
4 – 8 September	5	\$4950
11 – 15 December	5	\$4950

Oil Movement, Storage and Troubleshooting

	Days	Fees
23 – 27 January	5	\$4950
8 – 12 May	5	\$4950
18 – 22 September	5	\$4950
2 – 6 October	5	\$4950
4 – 8 December	5	\$4950

Oil & Gas Operational Safety

	Days	Fees
15 – 19 May	5	\$4950
23 – 27 October	5	\$4950
6 – 10 November	5	\$4950

Introduction to the Oil & Gas Industry

	Days	Fees
22– 26 May	5	\$4950
23 – 27 October	5	\$4950

COURSES

OIL & GAS COURSES

Process Plant Start-up and Commissioning

	Days	Fees
22 – 26 May	5	\$4950
9 – 13 October	5	\$4950
6 – 10 November	5	\$4950

Process Troubleshooting and Problem Solving

	Days	Fees
20 – 24 March	5	\$4950
12 – 16 June	5	\$4950
4 – 8 December	5	\$4950

Petroleum Economics, Risk, and Decision Analysis

	Days	Fees
20 – 24 February	5	\$4950
10 – 14 April	5	\$4950
11 – 15 September	5	\$4950

Advanced Process Risk Assessment & Risk Management

	Days	Fees
6 – 10 March	5	\$4950
6 – 10 November	5	\$4950

COURSES

OIL & GAS COURSES

SIMOPS: Simultaneous Operations System for the Oil & Gas Industry

	Days	Fees
22 - 26 May	5	\$4950
5 - 9 June	5	\$4950
9 - 13 October	5	\$4950

Technical Report Writing in the Maritime & Offshore Industry

	Days	Fees
24 - 28 April	5	\$4950
7 - 11 August	5	\$4950
6 - 10 November	5	\$4950

Techlog Formation Evaluation

	Days	Fees
3 - 7 April	5	\$4950
10 - 14 April	5	\$4950
11 - 15 September	5	\$4950

Gas Processing

	Days	Fees
20 - 24 March	5	\$4950
18 - 22 September	5	\$4950

COURSES

OIL & GAS COURSES

Process Engineering for Non-process Engineering Professionals

	Days	Fees
3 – 7 April	5	\$4950
12 – 16 June	5	\$4950
6 – 10 November	5	\$4950

Oil & Gas Technical Competence for Non-Technical Professionals

	Days	Fees
20 – 24 March	5	\$4950
18 – 22 September	5	\$4950

Process Plant Start-up, Commissioning and Troubleshooting

	Days	Fees
8 – 19 May	10	\$9500
13 – 24 November	10	\$9500

Integrated Reservoir Analysis: Concepts, Methodology & Importance

	Days	Fees
15 – 19 May	5	\$4950
18 – 22 December	5	\$4950

COURSES

MANAGEMENT SYSTEMS CERTIFIED COURSES**Internal Auditor Course on ISO 9001:2015 – CERTIFIED**

	Days	Fees
23 – 25 January	3	\$2600
24 – 26 April	3	\$2600
10 – 12 July	3	\$2600
9 – 11 October	3	\$2600

IMS Internal Auditors Course on QHSE – CERTIFIED

	Days	Fees
6 – 8 February	3	\$2600
17 – 19 April	3	\$2600
14 – 16 August	3	\$2600
6 – 8 November	3	\$2600

ISO 31000 – Risk Management – CERTIFIED

	Days	Fees
20 – 22 March	3	\$2600
10 – 12 July	3	\$2600
18 – 20 September	3	\$2600
18 – 20 December	3	\$2600

COURSES

MANAGEMENT SYSTEMS CERTIFIED COURSES**ISO 9001:2015 Awareness Course – CERTIFIED**

	Days	Fees
13 – 14 February	2	\$2000
8 – 9 May	2	\$2000
28 – 29 August	2	\$2000
6 – 7 November	2	\$2000

ISO 14001:2015 Awareness Course – CERTIFIED

	Days	Fees
6 – 7 March	2	\$2000
25 – 26 September	2	\$2000
11 – 12 December	2	\$2000