

# English Courses

# Schedule





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# Training Courses

Course	Location	Days
<b>Accounting and Finance</b>		
<b>Accounting for Non-Accountants</b>		
11 - 15 June 2023	Dubai	5
<b>Accounting for Non-Accountants - Virtual Learning</b>		
11 - 15 June 2023	Online	5
<b>Accounts Payable: Accounting and Management Best Practices</b>		
2 - 6 July 2023	Dubai	5
<b>Accounts Payable: Accounting and Management Best Practices - Virtual Learning</b>		
2 - 6 July 2023	Online	5
<b>Advanced Financial Analysis</b>		
10 - 14 September 2023	Dubai	5
<b>Advanced Financial Analysis - Virtual Learning</b>		
10 - 14 September 2023	Online	5
<b>Certificate in Accounting and Financial Control</b>		
23 - 27 July 2023	Dubai	5
<b>Certificate in Accounting and Financial Control - Virtual Learning</b>		
23 - 27 July 2023	Online	5
<b>Certificate in Advanced Budgeting and Forecasting</b>		
2 - 6 July 2023	Dubai	5
<b>Certificate in Advanced Budgeting and Forecasting - Virtual Learning</b>		
2 - 6 July 2023	Online	5
<b>Certificate in Accounting and Finance Operations</b>		
24 - 28 September 2023	Dubai	5
<b>Certificate in Accounting and Finance Operations - Virtual Learning</b>		
24 - 28 September 2023	Online	5

# Training Courses

Course	Location	Days
<b>Certified Accounts Receivable Professional</b>		
12 - 16 February 2023	Dubai	5
<b>Certified Accounts Receivable Professional - Virtual Learning</b>		
12 - 16 February 2023	Online	5
<b>Effective Budgeting and Cost Control</b>		
28 May - 1 June 2023	Dubai	5
3 - 7 September 2023	Dubai	5
<b>Effective Budgeting and Cost Control - Virtual Learning</b>		
28 May - 1 June 2023	Online	5
3 - 7 September 2023	Online	5
<b>Finance for Non-Finance Professionals</b>		
30 April - 4 May 2023	Dubai	5
29 October - 2 November 2023	Dubai	5
<b>Finance for Non-Finance Professionals - Virtual Learning</b>		
30 April - 4 May 2023	Online	5
29 October - 2 November 2023	Online	5
<b>Financial Accounting and Reporting</b>		
12 - 16 March 2023	Dubai	5
19 - 23 November 2023	Dubai	5
<b>Financial Accounting and Reporting - Virtual Learning</b>		
12 - 16 March 2023	Online	5
19 - 23 November 2023	Online	5
<b>Financial Analysis Modeling and Forecasting</b>		
6 - 10 August 2023	Dubai	5
<b>Financial Analysis Modeling and Forecasting - Virtual Learning</b>		
6 - 10 August 2023	Online	5

# Training Courses

Course	Location	Days
<b>Internal Control: Compliance, Operational and Financial</b>		
22 - 26 January 2023	Dubai	5
26 - 30 November 2023	Dubai	5
<b>Internal Control: Compliance, Operational and Financial - Virtual Learning</b>		
22 - 26 January 2023	Online	5
26 - 30 November 2023	Online	5
<b>International Financial Reporting Standards (IFRS) and 2023 Updates</b>		
5 - 9 March 2023	Dubai	5
17 - 21 December 2023	Dubai	5
<b>International Financial Reporting Standards (IFRS) and 2023 Updates - Virtual Learning</b>		
5 - 9 March 2023	Online	5
17 - 21 December 2023	Online	5
<b>Payroll: Preparation, Analysis and Management</b>		
5 - 9 February 2023	Dubai	5
5 - 9 November 2023	Dubai	5
<b>Payroll: Preparation, Analysis and Management - Virtual Learning</b>		
5 - 9 February 2023	Online	5
5 - 9 November 2023	Online	5
<b>Professional Skills for Finance and Accounting</b>		
1 - 5 October 2023	Dubai	5
<b>Professional Skills for Finance and Accounting - Virtual Learning</b>		
1 - 5 October 2023	Online	5
<b>Administration and Secretarial</b>		
<b>Certified Administration and Office Management Professional</b>		
5 - 9 February 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certified Administration and Office Management Professional</b>		
30 April - 4 May 2023	Dubai	5
3 - 7 September 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Certified Administration and Office Management Professional - Virtual Learning</b>		
5 - 9 February 2023	Online	5
30 April - 4 May 2023	Online	5
3 - 7 September 2023	Online	5
24 - 28 December 2023	Online	5
<b>The Certified Executive/PA Masterclass</b>		
11 - 15 June 2023	Dubai	5
19 - 23 November 2023	Dubai	5
<b>The Certified Executive/PA Masterclass - Virtual Learning</b>		
11 - 15 June 2023	Online	5
19 - 23 November 2023	Online	5
<b>The Efficient and Highly Productive Administrator</b>		
14 - 18 May 2023	Dubai	5
15 - 19 October 2023	Cairo	5
10 - 14 December 2023	Dubai	5
<b>The Efficient and Highly Productive Administrator - Virtual Learning</b>		
14 - 18 May 2023	Online	5
10 - 14 December 2023	Online	5
<b>Auditing and Governance, Risk and Compliance</b>		
<b>Certificate in Advanced Governance, Risk and Compliance (GRC)</b>		
30 April - 4 May 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certificate in Advanced Governance, Risk and Compliance (GRC)</b>		
12 - 16 November 2023	Dubai	5
<b>Certificate in Advanced Governance, Risk and Compliance (GRC) - Virtual Learning</b>		
30 April - 4 May 2023	Online	5
12 - 16 November 2023	Online	5
<b>Corporate Governance: Principles, Policies and Best Practices</b>		
12 - 16 March 2023	Dubai	5
15 - 19 October 2023	Dubai	5
<b>Corporate Governance: Principles, Policies and Best Practices - Virtual Learning</b>		
12 - 16 March 2023	Online	5
15 - 19 October 2023	Online	5
<b>Enterprise Risk Management</b>		
18 - 22 June 2023	Dubai	5
17 - 21 December 2023	Dubai	5
<b>Enterprise Risk Management - Virtual Learning</b>		
18 - 22 June 2023	Online	5
17 - 21 December 2023	Online	5
<b>Governance, Risk and Compliance (GRC)</b>		
15 - 19 January 2023	Dubai	5
30 July - 3 August 2023	Istanbul	5
10 - 14 September 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Governance, Risk and Compliance (GRC) - Virtual Learning</b>		
15 - 19 January 2023	Online	5
10 - 14 September 2023	Online	5
24 - 28 December 2023	Online	5

# Training Courses

Course	Location	Days
<b>Business Continuity and Crisis Management</b>		
<b>Business Continuity Management: Standards, Plans and Systems</b>		
7 - 9 March 2023	Dubai	3
14 - 16 November 2023	Dubai	3
<b>Business Continuity Management: Standards, Plans and Systems - Virtual Learning</b>		
7 - 9 March 2023	Online	3
24 - 26 July 2023	Online	3
14 - 16 November 2023	Online	3
<b>Crisis Management and Emergency Response Measures</b>		
12 - 16 March 2023	Dubai	5
19 - 23 November 2023	Dubai	5
<b>Crisis Management and Emergency Response Measures - Virtual Learning</b>		
12 - 16 March 2023	Online	5
11 - 15 June 2023	Online	5
19 - 23 November 2023	Online	5
<b>Communication and Writing Skills</b>		
<b>Advanced Communication Skills</b>		
12 - 16 February 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Advanced Communication Skills - Virtual Learning</b>		
12 - 16 February 2023	Online	5
10 - 14 December 2023	Online	5
<b>Business Writing Skills</b>		
26 February - 2 March 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Business Writing Skills</b>		
17 - 21 September 2023	Dubai	5
<b>Business Writing Skills - Virtual Learning</b>		
26 February - 2 March 2023	Online	5
17 - 21 September 2023	Online	5
<b>Certificate in Corporate Communications</b>		
29 January - 2 February 2023	Dubai	5
22 - 26 October 2023	Istanbul	5
3 - 7 December 2023	Dubai	5
<b>Certificate in Corporate Communications - Virtual Learning</b>		
29 January - 2 February 2023	Online	5
3 - 7 December 2023	Online	5
<b>Certificate in Professional Arabic Writing Skills</b>		
19 - 23 February 2023	Dubai	5
28 May - 1 June 2023	Dubai	5
17 - 21 December 2023	Dubai	5
<b>Certificate in Professional Arabic Writing Skills - Virtual Learning</b>		
19 - 23 February 2023	Online	5
28 May - 1 June 2023	Online	5
17 - 21 December 2023	Online	5
<b>Interpersonal Communication Skills</b>		
11 - 15 June 2023	Dubai	5
<b>Interpersonal Communication Skills - Virtual Learning</b>		
11 - 15 June 2023	Online	5
<b>Organizational and Departmental Communication</b>		
5 - 9 November 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Organizational and Departmental Communication - Virtual Learning</b>		
5 - 9 November 2023	Online	5
<b>Presentation Design and Delivery</b>		
14 - 18 May 2023	Dubai	5
<b>Presentation Design and Delivery - Virtual Learning</b>		
14 - 18 May 2023	Online	5
<b>Contracts Management</b>		
<b>Contract Administration: Understanding and Implementing Contractual Obligations</b>		
27 - 31 August 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Contract Administration: Understanding and Implementing Contractual Obligations - Virtual Learning</b>		
27 - 31 August 2023	Online	5
24 - 28 December 2023	Online	5
<b>Customer Service</b>		
<b>Certified Customer Service Professional</b>		
12 - 16 February 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Certified Customer Service Professional - Virtual Learning</b>		
12 - 16 February 2023	Online	5
10 - 14 December 2023	Online	5
<b>The Customer Complaint System: A Tool for Customer Service Improvement</b>		
5 - 9 March 2023	Dubai	5
12 - 16 November 2023	Dubai	5

# Training Courses

Course	Location	Days
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## **The Customer Complaint System: A Tool for Customer Service Improvement - Virtual Learning**

5 - 9 March 2023	Online	5
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## **Excellence in Customer Service (Advanced)**

28 May - 1 June 2023	Dubai	5
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3 - 7 September 2023	Dubai	5
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24 - 28 December 2023	Dubai	5
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## **Excellence in Customer Service (Advanced) - Virtual Learning**

28 May - 1 June 2023	Online	5
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3 - 7 September 2023	Online	5
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## **Digital Innovation and Transformation**

### **Certificate in Digital Transformation**

8 - 12 October 2023	Dubai	5
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### **Certificate in Digital Transformation - Virtual Learning**

8 - 12 October 2023	Online	5
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## **Human Resources and Training**

### **Career Development and Succession Planning**

12 - 16 March 2023	Dubai	5
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10 - 14 September 2023	Dubai	5
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### **Career Development and Succession Planning - Virtual Learning**

12 - 16 March 2023	Online	5
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10 - 14 September 2023	Online	5
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### **Certificate in HR Auditing**

10 - 14 September 2023	Dubai	5
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# Training Courses

Course	Location	Days
<b>Certificate in HR Auditing - Virtual Learning</b>		
10 - 14 September 2023	Online	5
<b>Certificate in Human Capital Planning</b>		
3 - 7 September 2023	Dubai	5
<b>Certificate in Human Capital Planning - Virtual Learning</b>		
3 - 7 September 2023	Online	5
<b>Certified Compensation and Benefits Professional</b>		
12 - 16 February 2023	Dubai	5
3 - 7 September 2023	Dubai	5
<b>Certified Compensation and Benefits Professional - Virtual Learning</b>		
12 - 16 February 2023	Online	5
3 - 7 September 2023	Online	5
<b>Certified Employee Relations Professional</b>		
4 - 8 June 2023	Dubai	5
<b>Certified Employee Relations Professional - Virtual Learning</b>		
4 - 8 June 2023	Online	5
<b>The Certified HR Administrator</b>		
29 January - 2 February 2023	Dubai	5
12 - 16 November 2023	Dubai	5
<b>The Certified HR Administrator - Virtual Learning</b>		
29 January - 2 February 2023	Online	5
12 - 16 November 2023	Online	5
<b>Certified Human Resources Professional: From Traditional HR Role to Business Partner</b>		
12 - 16 March 2023	Dubai	5
17 - 21 September 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certified Human Resources Professional: From Traditional HR Role to Business Partner - Virtual Learning</b>		
12 - 16 March 2023	Online	5
17 - 21 September 2023	Online	5
<b>Certified Master Trainer</b>		
19 - 23 February 2023	Dubai	5
<b>Certified Master Trainer - Virtual Learning</b>		
19 - 23 February 2023	Online	5
<b>Certified Organization Development Professional</b>		
15 - 19 October 2023	Dubai	5
<b>Certified Organization Development Professional - Virtual Learning</b>		
15 - 19 October 2023	Online	5
<b>Certified Recruitment Specialist</b>		
5 - 9 February 2023	Dubai	5
15 - 19 October 2023	Dubai	5
<b>Certified Recruitment Specialist - Virtual Learning</b>		
5 - 9 February 2023	Online	5
15 - 19 October 2023	Online	5
<b>Certified Talent Management Professional</b>		
18 - 22 June 2023	Dubai	5
<b>Certified Talent Management Professional - Virtual Learning</b>		
18 - 22 June 2023	Online	5
<b>Certified Training and Development Professional</b>		
22 - 26 January 2023	Dubai	5
7 - 11 May 2023	Cairo	5
2 - 6 July 2023	Dubai	5
17 - 21 December 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certified Training and Development Professional - Virtual Learning</b>		
22 - 26 January 2023	Online	5
2 - 6 July 2023	Online	5
17 - 21 December 2023	Online	5
<b>e-HR: Modern Trends and Applications</b>		
11 - 15 June 2023	Dubai	5
<b>e-HR: Modern Trends and Applications - Virtual Learning</b>		
11 - 15 June 2023	Online	5
<b>Employee Engagement: Strategy and Practices</b>		
5 - 9 February 2023	Dubai	5
<b>Employee Engagement: Strategy and Practices - Virtual Learning</b>		
5 - 9 February 2023	Online	5
<b>Employee Relations: Roles and Responsibilities</b>		
24 - 28 September 2023	Dubai	5
<b>Employee Relations: Roles and Responsibilities - Virtual Learning</b>		
24 - 28 September 2023	Online	5
<b>Professional Skills for Human Resources Management</b>		
8 - 12 October 2023	Dubai	5
<b>Human Resources Development and HR Business Partner</b>		
27 November - 1 December 2023	Dubai	5
<b>Human Resources Development and HR Business Partner - Virtual Learning</b>		
27 November - 1 December 2023	Online	5
<b>Human Resources Management</b>		
28 May - 1 June 2023	Dubai	5
19 - 23 November 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Human Resources Management - Virtual Learning</b>		
28 May - 1 June 2023	Online	5
19 - 23 November 2023	Online	5
<b>Identifying Training Needs and Evaluating Training</b>		
1 - 5 October 2023	Dubai	5
<b>Identifying Training Needs and Evaluating Training - Virtual Learning</b>		
1 - 5 October 2023	Online	5
<b>Professional Skills for Human Resources Management - Virtual Learning</b>		
8 - 12 October 2023	Online	5
<b>Recruitment, Interviewing and Selection</b>		
20 - 24 August 2023	Dubai	5
<b>Recruitment, Interviewing and Selection - Virtual Learning</b>		
20 - 24 August 2023	Online	5
<b>Strategic Human Resources and Employee Engagement</b>		
3 - 7 July 2023	Dubai	5
<b>Strategic Human Resources and Employee Engagement - Virtual Learning</b>		
3 - 7 July 2023	Online	5
<b>Strategic Human Resources Management</b>		
23 - 27 July 2023	Dubai	5
<b>Strategic Human Resources Management - Virtual Learning</b>		
23 - 27 July 2023	Online	5
<b>Strategic Recruitment, Interviewing and Selection</b>		
14 - 18 May 2023	Dubai	5
<b>Strategic Recruitment, Interviewing and Selection - Virtual Learning</b>		
14 - 18 May 2023	Online	5

# Training Courses

Course	Location	Days
<b>Total Rewards and Human Capital Analytics</b>		
15 - 19 May 2023	Dubai	5
<b>Total Rewards and Human Capital Analytics - Virtual Learning</b>		
15 - 19 May 2023	Online	5
<b>Workforce Planning and Budgeting</b>		
21 - 25 May 2023	Dubai	5
<b>Workforce Planning and Budgeting - Virtual Learning</b>		
21 - 25 May 2023	Online	5
<b>Workforce Planning, Talent Acquisition and Succession Planning</b>		
25 - 29 September 2023	Dubai	5
<b>Workforce Planning, Talent Acquisition and Succession Planning - Virtual Learning</b>		
25 - 29 September 2023	Online	5
<b>Interpersonal Skills and Self Development</b>		
<b>Best Practices in Conflict Resolution and Adaptability</b>		
5 - 9 November 2023	Dubai	5
<b>Best Practices in Conflict Resolution and Adaptability - Virtual Learning</b>		
5 - 9 November 2023	Online	5
<b>Certificate in Emotional Intelligence</b>		
12 - 16 November 2023	Dubai	5
<b>Certificate in Emotional Intelligence - Virtual Learning</b>		
12 - 16 November 2023	Online	5
<b>Communication and Relationship Management Skills</b>		
27 - 31 August 2023	Dubai	5
<b>Communication and Relationship Management Skills - Virtual Learning</b>		
27 - 31 August 2023	Online	5

# Training Courses

Course	Location	Days
<b>Creative Problem Solving and Decision Making</b>		
30 April - 4 May 2023	Cairo	5
24 - 28 December 2023	Dubai	5
<b>Creative Problem Solving and Decision Making - Virtual Learning</b>		
24 - 28 December 2023	Online	5
<b>Creative Thinking and Innovation Techniques</b>		
22 - 26 October 2023	Dubai	5
<b>Five Productivity Traits for Optimal Results</b>		
1 - 5 October 2023	Dubai	5
<b>Five Productivity Traits for Optimal Results - Virtual Learning</b>		
1 - 5 October 2023	Online	5
<b>Happiness: Sustaining a Motivating Work Culture</b>		
3 - 7 September 2023	Dubai	5
<b>High Performance Teams</b>		
7 - 11 May 2023	Dubai	5
10 - 14 September 2023	Dubai	5
<b>High Performance Teams - Virtual Learning</b>		
7 - 11 May 2023	Online	5
10 - 14 September 2023	Online	5
<b>Win-Win Negotiation Skills</b>		
19 - 23 November 2023	Dubai	5
<b>Managing Conflict: Power through Influence</b>		
30 April - 4 May 2023	Dubai	5
<b>Managing Conflict: Power through Influence - Virtual Learning</b>		
30 April - 4 May 2023	Online	5

# Training Courses

Course	Location	Days
<b>Managing Multiple Tasks, Priorities and Deadlines</b>		
12 - 16 February 2023	Dubai	5
9 - 13 July 2023	Istanbul	5
24 - 28 September 2023	Dubai	5
17 - 21 December 2023	Dubai	5
<b>Managing Multiple Tasks, Priorities and Deadlines - Virtual Learning</b>		
12 - 16 February 2023	Online	5
24 - 28 September 2023	Online	5
17 - 21 December 2023	Online	5
<b>Time Management and Stress Control</b>		
22 - 26 January 2023	Dubai	5
23 - 27 July 2023	Dubai	5
<b>Time Management and Stress Control - Virtual Learning</b>		
22 - 26 January 2023	Online	5
23 - 27 July 2023	Online	5
<b>Win-Win Negotiation Skills - Virtual Learning</b>		
19 - 23 November 2023	Online	5
<b>Leadership and Management</b>		
<b>Adaptive Leadership: Tools and Tactics</b>		
28 May - 1 June 2023	Dubai	5
<b>Adaptive Leadership: Tools and Tactics - Virtual Learning</b>		
28 May - 1 June 2023	Online	5
<b>Certificate in Business Decision Models</b>		
11 - 15 June 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certificate in Business Decision Models - Virtual Learning</b>		
11 - 15 June 2023	Online	5
<b>Certified Professional Manager</b>		
12 - 16 March 2023	Dubai	5
20 - 24 August 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Certified Professional Manager - Virtual Learning</b>		
12 - 16 March 2023	Online	5
20 - 24 August 2023	Online	5
24 - 28 December 2023	Online	5
<b>Certified Team Leader</b>		
30 April - 4 May 2023	Dubai	5
3 - 7 December 2023	Dubai	5
<b>Certified Team Leader - Virtual Learning</b>		
30 April - 4 May 2023	Online	5
3 - 7 December 2023	Online	5
<b>Creative Leadership and Innovative Management Workshop</b>		
5 - 9 March 2023	Dubai	5
12 - 16 November 2023	Dubai	5
<b>Creative Leadership and Innovative Management Workshop - Virtual Learning</b>		
5 - 9 March 2023	Online	5
12 - 16 November 2023	Online	5
<b>Empowering the Workplace for Greater Impact</b>		
1 - 5 October 2023	Dubai	5
<b>Empowering the Workplace for Greater Impact - Virtual Learning</b>		
1 - 5 October 2023	Online	5

# Training Courses

Course	Location	Days
<b>Good to Great Management: The Road Ahead</b>		
2 - 6 July 2023	Dubai	5
<b>Good to Great Management: The Road Ahead - Virtual Learning</b>		
2 - 6 July 2023	Online	5
<b>Key Managerial Skills for New Managers and Supervisors</b>		
15 - 19 January 2023	Dubai	5
30 April - 4 May 2023	Dubai	5
6 - 10 August 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Key Managerial Skills for New Managers and Supervisors - Virtual Learning</b>		
30 April - 4 May 2023	Online	5
6 - 10 August 2023	Online	5
10 - 14 December 2023	Online	5
<b>Leading and Managing Change - Virtual Learning</b>		
5 - 9 February 2023	Online	5
5 - 9 November 2023	Online	5
<b>Leading and Managing Change</b>		
5 - 9 February 2023	Dubai	5
5 - 9 November 2023	Dubai	5
<b>Managerial Decision Making and Problem Solving</b>		
5 - 9 March 2023	Dubai	5
19 - 23 November 2023	Dubai	5
<b>Managerial Decision Making and Problem Solving - Virtual Learning</b>		
5 - 9 March 2023	Online	5
19 - 23 November 2023	Online	5

# Training Courses

Course	Location	Days
<b>Middle Management Skills</b>		
4 - 8 June 2023	Dubai	5
<b>Middle Management Skills - Virtual Learning</b>		
4 - 8 June 2023	Online	5
<b>Leadership and Communication</b>		
14 - 18 May 2023	Dubai	5
24 - 28 September 2023	Cairo	5
22 - 26 October 2023	Dubai	5
<b>Leadership and Communication - Virtual Learning</b>		
14 - 18 May 2023	Online	5
22 - 26 October 2023	Online	5
<b>Leadership Program for Senior Executives</b>		
23 - 27 July 2023	Dubai	5
1 - 5 October 2023	Cairo	5
3 - 7 December 2023	Dubai	5
<b>Leadership Program for Senior Executives - Virtual Learning</b>		
23 - 27 July 2023	Online	5
3 - 7 December 2023	Online	5
<b>Managing for Results</b>		
19 - 23 November 2023	Dubai	5
<b>Managing for Results - Virtual Learning</b>		
19 - 23 November 2023	Online	5
<b>Managing Self and Leading Others</b>		
17 - 21 September 2023	Dubai	5
<b>Managing Self and Leading Others - Virtual Learning</b>		
17 - 21 September 2023	Online	5

# Training Courses

Course	Location	Days
<b>Organizational Leadership</b>		
20 - 24 August 2023	Dubai	5
<b>Organizational Leadership - Virtual Learning</b>		
20 - 24 August 2023	Online	5
<b>Results Based Leadership</b>		
29 October - 2 November 2023	Dubai	5
<b>Results Based Leadership - Virtual Learning</b>		
29 October - 2 November 2023	Online	5
<b>The Certified Supervisor</b>		
5 - 9 November 2023	Dubai	5
<b>The Certified Supervisor - Virtual Learning</b>		
5 - 9 November 2023	Online	5
<b>The Power of Leaders</b>		
10 - 14 September 2023	Dubai	5
<b>The Power of Leaders - Virtual Learning</b>		
10 - 14 September 2023	Online	5
<b>Transformational Change and Strategic Leadership</b>		
8 - 12 October 2023	Dubai	5
<b>Transformational Change and Strategic Leadership - Virtual Learning</b>		
8 - 12 October 2023	Online	5
<b>Legal</b>		
<b>Certificate in Business and Commercial Law</b>		
30 July - 3 August 2023	Dubai	5
12 - 16 November 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Certificate in Business and Commercial Law - Virtual Learning</b>		
30 July - 3 August 2023	Online	5
<b>Maintenance and Engineering</b>		
<b>Certificate in Maintenance Management</b>		
13 - 17 August 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Certificate in Maintenance Management - Virtual Learning</b>		
13 - 17 August 2023	Online	5
24 - 28 December 2023	Online	5
<b>Fundamentals of Maintenance Best Practice</b>		
21 - 25 May 2023	Dubai	5
22 - 26 October 2023	Dubai	5
<b>Fundamentals of Maintenance Best Practice - Virtual Learning</b>		
21 - 25 May 2023	Online	5
22 - 26 October 2023	Online	5
<b>Marketing and Sales</b>		
<b>Certified Marketing Professional</b>		
16 - 20 July 2023	Dubai	5
<b>Certified Marketing Professional - Virtual Learning</b>		
16 - 20 July 2023	Online	5
<b>Certified Sales Manager</b>		
18 - 22 June 2023	Dubai	5
<b>Certified Sales Manager - Virtual Learning</b>		
18 - 22 June 2023	Online	5

# Training Courses

Course	Location	Days
<b>Sales Professional Certificate</b>		
17 - 21 December 2023	Dubai	5
<b>Sales Professional Certificate - Virtual Learning</b>		
17 - 21 December 2023	Online	5
<b>The Strategic Marketing Plan</b>		
24 - 28 September 2023	Dubai	5
<b>The Strategic Marketing Plan - Virtual Learning</b>		
24 - 28 September 2023	Online	5
<b>Planning and Strategy Management</b>		
<b>Business Intelligence: Data Analysis and Reporting Techniques</b>		
22 - 26 January 2023	Dubai	5
26 February - 2 March 2023	Dubai	5
9 - 13 July 2023	Dubai	5
5 - 9 November 2023	Dubai	5
<b>Business Intelligence: Data Analysis and Reporting Techniques - Virtual Learning</b>		
22 - 26 January 2023	Online	5
26 February - 2 March 2023	Online	5
9 - 13 July 2023	Online	5
5 - 9 November 2023	Online	5
<b>Developing and Implementing the Business Plan</b>		
15 - 19 October 2023	Dubai	5
<b>Developing and Implementing the Business Plan - Virtual Learning</b>		
15 - 19 October 2023	Online	5
<b>Analytical Thinking and Evidence Based Decision Making</b>		
5 - 9 November 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Analytical Thinking and Evidence Based Decision Making - Virtual Learning</b>		
5 - 9 November 2023	Online	5
<b>Certificate in Key Performance Indicators (KPIs)</b>		
7 - 11 May 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Certificate in Key Performance Indicators (KPIs) - Virtual Learning</b>		
7 - 11 May 2023	Online	5
10 - 14 December 2023	Online	5
<b>Certified Business Analyst</b>		
30 April - 4 May 2023	Dubai	5
3 - 7 December 2023	Dubai	5
<b>Certified Business Analyst - Virtual Learning</b>		
30 April - 4 May 2023	Online	5
3 - 7 December 2023	Online	5
<b>Certified Data Analyst</b>		
4 - 8 June 2023	Dubai	5
<b>Certified Data Analyst - Virtual Learning</b>		
4 - 8 June 2023	Online	5
<b>Strategic Thinking and Planning</b>		
26 February - 2 March 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Strategic Thinking and Planning - Virtual Learning</b>		
26 February - 2 March 2023	Online	5
24 - 28 December 2023	Online	5
<b>Strategy Management in the Government and Public Sectors</b>		
28 May - 1 June 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Strategy Management in the Government and Public Sectors</b>		
8 - 12 October 2023	Dubai	5
<b>Strategy Management in the Government and Public Sectors - Virtual Learning</b>		
28 May - 1 June 2023	Online	5
8 - 12 October 2023	Online	5
<b>The Certified Strategist: Advanced Tools and Techniques</b>		
9 - 13 July 2023	Dubai	5
19 - 23 November 2023	Dubai	5
<b>The Certified Strategist: Advanced Tools and Techniques - Virtual Learning</b>		
9 - 13 July 2023	Online	5
19 - 23 November 2023	Online	5
<b>Procurement and Supply Chain Management</b>		
<b>Fleet and Transport Management (CFTM)</b>		
28 May - 1 June 2023	Dubai	5
<b>Fleet and Transport Management (CFTM) - Virtual Learning</b>		
28 May - 1 June 2023	Online	5
<b>Supply Chain and Logistics Management (CSCLM)</b>		
29 January - 2 February 2023	Dubai	5
1 - 5 October 2023	Dubai	5
<b>Supply Chain and Logistics Management (CSCLM) - Virtual Learning</b>		
29 January - 2 February 2023	Online	5
<b>Procurement Professional (CPP)</b>		
2 - 6 July 2023	Dubai	5
24 - 28 December 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Procurement Professional (CPP) - Virtual Learning</b>		
2 - 6 July 2023	Online	5
<b>Logistics Management</b>		
11 - 15 June 2023	Dubai	5
<b>Logistics Management - Virtual Learning</b>		
11 - 15 June 2023	Online	5
<b>Purchasing Management and Cost Saving Techniques</b>		
5 - 9 February 2023	Dubai	5
27 - 31 August 2023	Dubai	5
<b>Purchasing Management and Cost Saving Techniques - Virtual Learning</b>		
5 - 9 February 2023	Online	5
<b>Successful Buyer</b>		
24 - 28 September 2023	Dubai	5
<b>Warehouse Operations and Management</b>		
14 - 18 May 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Warehouse Operations and Management - Virtual Learning</b>		
14 - 18 May 2023	Online	5
<b>Project Management</b>		
<b>Certificate in Advanced Project Management</b>		
18 - 22 June 2023	Dubai	5
<b>Certificate in Advanced Project Management - Virtual Learning</b>		
18 - 22 June 2023	Online	5
<b>Project Management Skills</b>		
12 - 16 March 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Project Management Skills</b>		
10 - 14 September 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Project Management Skills - Virtual Learning</b>		
12 - 16 March 2023	Online	5
10 - 14 September 2023	Online	5
10 - 14 December 2023	Online	5
<b>Project Risk Management: Preparation for Risk Management Professional (PMI-RMP)®</b>		
24 - 28 September 2023	Dubai	5
<b>Project Risk Management: Preparation for Risk Management Professional (PMI-RMP)® - Virtual Learning</b>		
24 - 28 September 2023	Online	5
<b>Public Relations</b>		
<b>Certificate in Events Management</b>		
19 - 23 November 2023	Dubai	5
<b>Certificate in Events Management - Virtual Learning</b>		
19 - 23 November 2023	Online	5
<b>Certified Public Relations Professional</b>		
14 - 18 May 2023	Dubai	5
10 - 14 December 2023	Dubai	5
<b>Certified Public Relations Professional - Virtual Learning</b>		
14 - 18 May 2023	Online	5
10 - 14 December 2023	Online	5
<b>Crisis Communication Skills</b>		
8 - 12 October 2023	Dubai	5

# Training Courses

Course	Location	Days
<b>Crisis Communication Skills - Virtual Learning</b>		
8 - 12 October 2023	Online	5
<b>The Essentials of Business Etiquette and Protocol</b>		
17 - 21 September 2023	Cairo	5
17 - 21 December 2023	Dubai	5
<b>The Essentials of Business Etiquette and Protocol - Virtual Learning</b>		
17 - 21 December 2023	Online	5
<b>Events and Conferences Management</b>		
5 - 9 February 2023	Dubai	5
23 - 27 July 2023	Dubai	5
24 - 28 December 2023	Dubai	5
<b>Events and Conferences Management - Virtual Learning</b>		
5 - 9 February 2023	Online	5
23 - 27 July 2023	Online	5
24 - 28 December 2023	Online	5
<b>Public Relations Campaigns: From Planning to Execution</b>		
5 - 9 March 2023	Dubai	5
<b>Public Relations Campaigns: From Planning to Execution - Virtual Learning</b>		
5 - 9 March 2023	Online	5
<b>Public Relations and Media Skills</b>		
12 - 16 November 2023	Dubai	5
<b>Public Relations and Media Skills - Virtual Learning</b>		
12 - 16 November 2023	Online	5

# Training Courses

Course	Location	Days
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## Quality and Productivity

### Certified Quality Management Professional

30 April - 4 May 2023	Dubai	5
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19 - 23 November 2023	Dubai	5
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### Certified Quality Management Professional - Virtual Learning

30 April - 4 May 2023	Online	5
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### Certified Six Sigma Yellow Belt

15 - 19 October 2023	Dubai	5
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### Simplification of Work Processes and Procedures

28 May - 1 June 2023	Dubai	5
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24 - 28 December 2023	Dubai	5
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### Total Quality Management (TQM): Tool Box for Continual Improvement

14 - 18 May 2023	Dubai	5
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17 - 21 December 2023	Dubai	5
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### Total Quality Management (TQM): Tool Box for Continual Improvement - Virtual Learning

14 - 18 May 2023	Online	5
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## Security Management

### Certificate in Security Management

12 - 16 March 2023	Dubai	5
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6 - 10 August 2023	Dubai	5
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17 - 21 December 2023	Dubai	5
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### Certificate in Supervising Security Operations

30 April - 4 May 2023	Dubai	5
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1 - 5 October 2023	Dubai	5
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