

YEAR PLANNER 2018 - MANAGEMENT ACADEMY



CODE	PROGRAMS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
SS 015	Leadership & Management Skills (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 029	Creative Problem Solving (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 001	Performance Management (2)	12-13		15-16		17-18		12-13		13-14		15-16	
SS 030	Leading High Performance Teams (2)												
SS 011	Planning & Organizing Skills (2)	26-27		26-27		24-25		26-27		27-28		29-30	
SS 022	Supervisory Skills (2)		2-3		1-2		7-8		2-3		4-5		6-7
SS 033	Event Management (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 034	Strategic Thinking & Planning (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 034	Change Management (2)	19-20		15-16		17-18		19-20		20-21		15-16	
SS 035	Advanced Management Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 036	Effective Coaching & Mentoring (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 027	Conflict Management (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 008	Business Skills (2)	19-20		15-16		17-18		19-20		20-21		15-16	
SS 037	Business Etiquette (1)		16		19		21		16		18		20
SS 002	Office Management (3)	04-06		7-9		2-4		4-6		5-7		7-9	
SS 006	Train The Trainer (2)		16-17		19-20		21-22		23-24		18-19		20-21
SS 014	Team Building workshop (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 013	Decision Making Skills (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 017	Goal Setting Skills (2)	26-27		22-23		24-25		26-27		27-28		22-23	
SS 010	/ 026 Bus. Presentation & Comm. Skills (2)		9-10		12-13		14-15		9-10		11-12		13-14
SECRETARIAL COURSES													
MA 002	Exe. Secretary / Effective PA (2)	5-6		8-9		3-4		4-5		6-8		7-9	
MA 019	Adv. Mgmt. Skills for Exe. Secretaries (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 053	Conducting effective Meeting (1)	6		2		4		6		7		2	
SS 040	Minutes of Meeting (1)		10		13		8		10		12		14
MA 003	Document Control (1)	20		16		18		20		21		16	
SALES AND MARKETING COURSES													
SS 041	Sales Skills (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 026	Presentation Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 023	Negotiation Skills (2)	12-13		15-16		17-18		12-13		13-14		15-16	
SS 042	Effective Brand Management (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 043	Excellent Retail Sales (1)	13		15		11		13		14		16	
SS 044	Leading A successful Sales Team (2)		9-10		12-13		14-15		9-10		11-12		13-14

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SS 045	Advertising and Marketing (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 046	Bid Management (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 019	Effective Marketing Skills (2)	26-27		22-23		24-25		26-27		27-28		22-23	
HR COURSES													
MA 005	Human Resource Mgmt. (HR) (3)	04-06		7-9		2-4		4-6		5-7		7-9	
SS 054	Strategic Human Resources Mgmt. (2)		23-24		26-27		20-21		22-24		25-26		27-28
	Policies & Procedure (2)	12-13		15-16		17-18		12-13		13-14		15-16	
MA 006	Labour law / Immigration Law (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 047	Compensation Mgmt. (HR) (2)	26-27		22-23		24-25		26-27		27-28		22-23	
SS 048	Skills - Competency Mgmt. (HR) (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 001	Performance Management: Setting objectives- Conducting Appraisals (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 049	Human Resource KPIs: benchmarking HR Performance (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 050	Advanced Management Skills for HR Professionals (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 022	Training Needs Analysis (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 051	Effective Job Description (1)	06		02		04		06		07		02	
SS 024	Interviewing Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 016	Effective Succession Planning (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 007	Effective Coaching - Counselling Skills (2)		9-10		12-13		14-15		9-10		11-12		13-14
CUSTOMER CARE													
SS 055	Tele Marketing / Call Centre Training (1)	05		01		03		05		06		08	
SS 056	Customer Relations Management (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 012	Customer Care Skills (1)	19		22		17		19		20		22	
SS 057	Front Office Management (1)		23		26		21		23		25		27
PERSONAL DEVELOPMENT													
SS 038	Time Management (1)	05		01		03		05		06		08	
SS 004	Assertiveness Skills (1)		09		12		14		09		11		13
SS 039	Emotional Intelligence (1)	19		22		17		19		20		22	
SS 003	Stress Management (1)		23		26		28		23		25		27
SS 005	Communication Skills (1)	05		01		03		05		06		SS	08

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MA 005	CHRMP	1 - 19 Feb		04 - 22 Apr		06 - 24 Jun		01 - 19 Aug		02-21 Oct		04-23Dec	
MA 005	CHRMP		07 - 01 Mar		03 - 26 Apr		05-28 Jun		07-30 Aug		02-25 Oct		04-27 Dec
MA 005	CHRMP	04 - 27 Jan		07 - 30 Mar		02 25 May		04-27 Jul		04-28 Sep		07-30 Nov	
MA 005	CHRMP	04 - 27 Jan		07 - 30 Mar		02 25 May		04-27 Jul		04-28 Sep		07-30 Nov	
MA 006	UAE Labour Law		26-04 Mar		29-06 May			01-08n Jul	26-02 Sep		28-04 Nov		30-06 Jan
MA 006	UAE Labour Law	10-19 Jan		06-15 Mar		01-10 May		03-12 Jaul		04-13 Sep		06-15 Nov	
MA 006	UAE Labour Law		1-10 Feb		04-13 Apr		06-15 Jun		01-10-Aug		03-12 Oct		05-14 Dec
MA 006	UAE Labour Law		1-10 Feb		04-13 Apr		06-15 Jun		01-10-Aug		03-12 Oct		05-14 Dec
MA 009	HRMP	08-12 Feb	01-06-May	Window				01-05 Aug		Window		25-30 Dec	
MA 017	HRMP - Revision		19-26 Feb			13-20 May			12-19 Aug				
MA 018	HRBP - Exam Review												
MA 002	Certified Executive Secretary		01-09 MAR		04-11 May		06-13 Jul		01-07 Sep		03-09 Nov		05-11 Jan
MA 002	Certified Executive Secretary	09-12 Feb		04-08 Mar		06-10 Jun		01-05 Aug		02-07-Oct		04-09 Dec	
MA 002	Certified Executive Secretary	03-09 Feb		06-12 Apr		01-07 Jun		03-09 Aug		04-11 Oct		06-13 Dec	
MA 002	Certified Executive Secretary		01-09 MAR		04-11 May		06-13 Jul		01-07 Sep		03-09 Nov		05-11 Jan
MA 004	Sales & Marketing Mgmt Professional		01-09 MAR		04-11 May		06-13 Jul		01-07 Sep		03-09 Nov		05-11 Jan
MA 004	Sales & Marketing Mgmt Professional		01-09 MAR		04-11 May		06-13 Jul		01-07 Sep		03-09 Nov		05-11 Jan
MA 004	Sales & Marketing Mgmt Professional	08-19 Feb		04-08 Apr		06-10 Jun		01-05 Aug		02-07 Oct		04-09 Dec	
MA 012	SAP HRM	22-21 Mar	22-21 Apr	22-21 May	22-21 Jun	22-21 Jul	22-21 Aug	22-21 Sep	22-21 Oct	22-21 Nov	22-21 Dec	22-21 Jan	22-21 Feb
MA 001	Business Mgmt. / Bus. Administrator		01-09 MAR		04-11 May		06-13 Jul		01-07 Sep		03-09 Nov		05-11 Jan
MA 001	Business Mgmt. / Bus. Administrator	08-04 Mar			01-27 May			01-26 Oct			07-02 Dec		
SS 008	Business Skills	09-16 Jan		06-20 Mar		01-15 May		03-17 Jul		04-18 Sep		06-20 Nov	
SS 008	Business Skills		07-16 Feb		03-12 Apr		05-14 Jun		07-16 Aug		02-11 Oct		04-13 Dec
SS 026	Presentation Skills		05-26 Feb		01-22 Apr		03-24 Jun		05-26 Aug		07-28 Oct		02-23 Dec
SS 026	Presentation Skills	03-12 Jan		06-15 Mar		01-10 May		03-12 Jaul		04-13 Sep		06-15 N	
SS 026	Presentation Skills Boot Camp (2Days)	03-04 Jan	07-08 Feb	06-07 Mar	03-04 Apr	08-09 May	05-06 Jun	03-04 Jaul	07-08 Aug	04-05 Sep	02 -03 Oct	06-07-Dec	04-05 Dec
MA 003	Document Controller	22-21 Mar	22-21 Apr	22-21 May	22-21 Jun	22-21 Jul	22-21 Aug	22-21 Sep	22-21 Oct	22-21 Nov	22-21 Dec	22-21 Jan	22-21 Feb
MA 014	Shorthand	03-09-Feb			03-10-May			03-09 Aug			02-08 Nov		