

# YEAR PLANNER 2015 - MANAGEMENT ACADEMY



CODE	PROGRAMS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
MA 005	<b>CHRMP</b>	9 - 13 Feb		13 - 17 Apr		15 - 19 Jun		17 - 21 Aug		18 - 23 Oct		20 - 25 Dec	
MA 005	<b>CHRMP</b>		01 - 10 Mar		05 - 12 May		7 - 14 July		09 - 15 Sep		11 - 17 Nov		13 - 19 Jan
MA 005	<b>CHRMP</b>	05 - 11 Feb		09 - 15 Apr		11 - 17 Jun		13 - 19 Aug		14 - 21 Oct		16 - 23 Dec	
MA 005	<b>CHRMP</b>	05 - 11 Feb		09 - 15 Apr		11 - 17 Jun		13 - 19 Aug		14 - 21 Oct		16 - 23 Dec	
MA 006	<b>UAE Labour Law</b>		20 - 27 Feb		24 - 01 May		26 - 3 July		28 - 04 Sep		30 - 06 Nov		
MA 006	<b>UAE Labour Law</b>	11 - 21		16 - 24 Mar		17 - 26 May		19 - 28 July		20 - 29 Sep		22 - 01 Dec	
MA 006	<b>UAE Labour Law</b>		16 - 25 Feb		20 - 29 Apr		22 - 1 July		24 - 02 Sep		26 - 04 Nov		
MA 006	<b>UAE Labour Law</b>		16 - 25 Feb		20 - 29 Apr		22 - 1 July		24 - 02 Sep		26 - 04 Nov		
MA 009	<b>HRMP</b>	09 - 13 Feb		Exam Window	10 - 15 May			10 - 14 Aug		Exam Window		28 - 02 Jan	
MA 017	<b>HRMP - Revision</b>		20 - 27 Feb			22 - 29 May			21 - 28 Aug				
MA 018	<b>HRBP - Exam Review</b>		09 Jan	27 Feb			01 May		03 Jul		04 Sep		
MA 002	<b>Certified Executive Secretary</b>		02 - 11 Mar	30 - 06 May		25 - 01 Jul		20 - 26 Aug		14 - 21 Oct		09 - 16 Dec	
MA 002	<b>Certified Executive Secretary</b>	09 - 13 Feb		06 - 10 Apr		01 - 05 Jun	26 - 31 July		21 - 25 Sep		16 - 20 Nov		11 - 22 Jan
MA 002	<b>Certified Executive Secretary</b>	04 - 10 Feb		01 - 07 Apr	26 - 02 Jun		21 - 28 July		16 - 22 Sep		11 - 17 Nov		06 - 12 Jan
MA 002	<b>Certified Executive Secretary</b>	05 - 11 Feb		02 - 08 Apr	27 - 03 Jun		22 - 29 July		17 - 23 Sep		12 - 18 Nov		07 - 13 Jan
MA 004	<b>Sales &amp; Marketing Mgmt Professional</b>		01 - 10 Mar	29 - 05 May		24 - 30 Jun		19 - 25 Aug		13 - 20 Oct		08 - 15 Dec	
MA 004	<b>Sales &amp; Marketing Mgmt Professional</b>	04 - 10 Feb		01 - 07 Apr	26 - 02 Jun		21 - 28 July		16 - 22 Sep		11 - 17 Nov		06 - 12 Jan
MA 004	<b>Sales &amp; Marketing Mgmt Professional</b>	09 - 13 Feb		06 - 10 Apr		01 - 05 Jun	26 - 31 July		21 - 25 Sep		16 - 20 Nov		11 - 22 Jan
MA 012	<b>SAP HRM</b>	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	<b>Business Mgmt. / Bus. Administrator</b>		02 - 11 Mar	30 - 06 May		25 - 01 Jul		20 - 26 Aug		14 - 21 Oct		09 - 16 Dec	
MA 001	<b>Business Mgmt. / Bus. Administrator</b>	04 - 10 Feb		01 - 07 Apr	26 - 02 Jun		21 - 28 Jul		16 - 22 Sep		11 - 17 Nov		06 - 12 Jan
MA 001	<b>Business Mgmt. / Bus. Administrator</b>	09 - 13 Feb		06 - 10 Apr		01 - 05 Jun	26 - 31 Jul		21 - 25 Sep		16 - 20 Nov		11 - 22 Jan
SS 008	<b>Business Skills</b>	09 - 23 Jan		06 - 20 Mar		01 - 15 May		03 - 17 Jul		04 - 18 Sep		06 - 20 Nov	
SS 008	<b>Business Skills</b>	10 - 07 Feb		07 - 04 Apr		02 - 30 May		04 - 01 Aug		05 - 03 Oct		07 - 05 Dec	
SS 008	<b>Business Skills</b>		07 - 21 Feb		04 - 18 Apr		06 - 20 Jun		01 - 15 Aug		02 - 16 Oct		05 - 19 Dec
SS 026	<b>Presentation Skills</b>	02 - 16 Jan		13 - 27 Mar		22 - 05 Jun		31 - 14 Aug			09 - 23 Oct		18 - 01 Jan
SS 026	<b>Presentation Skills</b>	04 - 18 Jan		01 - 15 Mar	26 - 10 May		21 - 05 Jul		16 - 30 Aug		11 - 25 Oct		06 - 20 Dec
SS 026	<b>Presentation Skills</b>	04 - 05 Jan	01 - 02 Feb	01 - 02 Mar	05 - 06 Apr	03 - 04 May	07 - 08 Jun	05 - 06 Jul	02 - 03 Aug	06 - 07 Sep	04 - 05 Oct	01 - 02 Nov	06 - 07 Dec
MA 003	<b>Document Controller</b>	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	<b>Shorthand</b>	04 - 10 Feb			05 - 12 May			05 - 11 Aug			04 - 10 Nov		

# YEAR PLANNER 2015 - MANAGEMENT DEVELOPMENT

CODE	PROGRAMS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
SS 015	<b>Leadership &amp; Management Skills (2)</b>	06 - 07		10 - 11		05 - 06	09 - 10		18 - 19	08 - 09		10 - 11	
SS 029	<b>Creative Problem Solving (2)</b>		24 - 25		07 - 08		02 - 03		25 - 26		13 - 14	24 - 25	
SS 001	<b>Performance Management (2)</b>	13 - 14		03 - 04		03 - 04				15 - 16			08 - 09
SS 030	<b>Leading High Performance Teams (2)</b>				21 - 22		16 - 17		12 - 13		20 - 21	17 - 18	
SS 011	<b>Planning &amp; Organizing Skills (2)</b>			17 - 18		19 - 20			04 - 05		25 - 26	03 - 04	
SS 022	<b>Supervisory Skills (2)</b>				28 - 29				19 - 20			21 - 22	
SS 033	<b>Event Management (2)</b>												
SS 034	<b>Strategic Thinking &amp; Planning (2)</b>	27 - 28	17 - 18			12 - 13	10 - 11			01 - 02	27 - 28		13 - 14
SS 034	<b>Change Management (2)</b>				05 - 06					08 - 09		03 - 04	
SS 035	<b>Advanced Management Skills (2)</b>		16 - 17		12 - 13		23 - 24			22 - 23	27 - 28		
SS 036	<b>Effective Coaching &amp; Mentoring (2)</b>	19 - 20			14 - 15	10 - 11			23 - 24	17 - 18			08 - 09
SS 027	<b>Conflict Management (2)</b>			10 - 11		05 - 06						19 - 20	
SS 008	<b>Business Skills (2)</b>			24 - 25		26 - 27			10 - 11		13 - 14		
SS 037	<b>Business Etiquette (1)</b>		25			18		15				15	
SS 002	<b>Office Management (3)</b>			02, 03 - 04	19, 20 - 21		02, 03 - 04		03, 04 - 05	17, 18 - 19		16, 17 - 18	14, 15 - 16
SS 006	<b>Train The Trainer (2)</b>	12 - 13			21 - 22	12 - 13			11 - 12	24 - 25		24 - 25	
SS 014	<b>Team Building workshop (2)</b>			03 - 04	13 - 14		02 - 03		04 - 05	16 - 17		17 - 18	14 - 15
SS 013	<b>Decision Making Skills (2)</b>	12 - 13			21 - 22	12 - 13			11 - 12	22 - 23		24 - 25	
SS 017	<b>Goal Setting Skills (2)</b>	26 - 27		02 - 03		05 - 06				15 - 16			08 - 09
SS 010	<b>/ 026 Bus. Presentation &amp; Comm. Skills (2)</b>		24 - 26		29 - 30	19 - 20		21 - 22			04 - 05	29 - 30	
<b>SECRETARIAL COURSES</b>													
MA 002	<b>Exe. Secretary / Effective PA (2)</b>		17 - 18		12 - 13		16 - 17		11 - 12		25 - 27	10 - 11	
MA 019	<b>Adv. Mgmt. Skills for Exe. Secretaries (2)</b>												
SS 053	<b>Conducting effective Meeting (1)</b>		10	11		06		14	12		05	03	
SS 040	<b>Minutes of Meeting (1)</b>			24		11	07		24	02			09
MA 003	<b>Document Control (1)</b>	21			08			01			19		
<b>SALES AND MARKETING COURSES</b>													
SS 041	<b>Sales Skills (2)</b>	19 - 20		23 - 24	06 - 07		15 - 16		25 - 26		19 - 20	03 - 04	
SS 026	<b>Presentation Skills (2)</b>		23 - 24		21 - 22	19 - 20		14 - 15			06 - 07	29 - 30	
SS 023	<b>Negotiation Skills (2)</b>		15 - 16			03 - 04			18 - 19	15 - 16		24 - 25	07 - 08
SS 042	<b>Effective Brand Management (2)</b>				21 - 22				18 - 19				
SS 043	<b>Excellent Retail Sales (1)</b>	28		18			23	08			13		
SS 044	<b>Leading A successful Sales Team (2)</b>				14 - 15	19 - 20					26 - 27		15 - 16

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SS 045	<b>Advertising and Marketing (2)</b>									22 - 23			
SS 046	<b>Bid Management (2)</b>		23 - 24			12 - 13						08 - 09	13 - 14
SS 019	<b>Effective Marketing Skills (2)</b>	25 - 26		17 - 18			21 - 22			08 - 09	27 - 28		
<b>HR COURSES</b>													
MA 005	<b>Human Resource Mgmt. (HR) (3)</b>				27, 28, 29	04, 05 - 06			24, 25, 26	07, 08 - 09		02, 03 - 04	
SS 054	<b>Strategic Human Resources Mgmt. (2)</b>		03 - 04					12 - 13					01 - 02
	<b>Policies &amp; Procedure (2)</b>		16 - 17				02 - 03			07 - 08	13 - 14		
MA 006	<b>Labour law / Immigration Law (2)</b>	06 - 07		16 - 17		18 - 19					20 - 21		06 - 07
SS 047	<b>Compensation Mgmt. (HR) (2)</b>			24 - 25					04 - 05		12 - 13		
SS 048	<b>Skills - Competency Mgmt. (HR) (2)</b>					05 - 06				13 - 14			
SS 001	<b>Performance Management: Setting objectives- Conducting Appraisals (2)</b>					26 - 27				27 - 28			
SS 049	<b>Human Resource KPIs: benchmarking HR Performance (2)</b>						01 - 02						
SS 050	<b>Advanced Management Skills for HR Professionals (2)</b>	04 - 05			07 - 08							24 - 25	
SS 022	<b>Training Needs Analysis (2)</b>		10 - 11				29 - 30				26 - 27		
SS 051	<b>Effective Job Description (1)</b>			02		04		13	19			11	08
SS 024	<b>Interviewing Skills (2)</b>		24 - 25		13 - 14		15 - 16			01 - 02	04 - 05		
SS 016	<b>Effective Succession Planning (2)</b>		23 - 24		26 - 27		14 - 15			01 - 02	13 - 14		
SS 007	<b>Effective Coaching - Counselling Skills (2)</b>	04 - 05			05 - 06							24 - 25	
<b>CUSTOMER CARE</b>													
SS 055	<b>Tele Marketing / Call Centre Training (1)</b>	07	04			05	02		04	29		16	
SS 056	<b>Customer Relations Management (2)</b>			29 - 30	06 - 07			20 - 21			20 - 21		14 - 15
SS 012	<b>Customer Care Skills (1)</b>		23			20			27	14			08
SS 057	<b>Front Office Management (1)</b>	12			21		09	22	26	08			09
<b>PERSONAL DEVELOPMENT</b>													
SS 038	<b>Time Management (1)</b>	15		17		11	01			21	21		20
SS 004	<b>Assertiveness Skills (1)</b>		22		05		15	13			12	04	
SS 039	<b>Emotional Intelligence (1)</b>	12							24				
SS 003	<b>Stress Management (1)</b>		18			04				02		09	
SS 005	<b>Communication Skills (1)</b>			31			21		26			08	