

# YEAR PLANNER 2018 - MANAGEMENT ACADEMY



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

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

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