

YEAR PLANNER 2019-SOFT SKILLS

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

YEAR PLANNER 2019 - management development

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

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