

# 2018 Training Calendar

## Management Systems Courses (Jan - Jun)

### Introductory & Internal Auditor

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
QMS-01	ISO 9001:2015 Quality Management System(Introductory & Internal Auditor)	2	Dubai	3-4	4-5	5-6	3-4	1-2	4-5	2080
			Abu Dhabi	10-11	11-12	11-12	10-11	8-9	6-7	
QMS-02	ISO 9001:2015 Quality Management System(Transition Course)	1	Dubai	3	7	4	17	16	12	1420
			Abu Dhabi	10	14	8	25	23	19	
EMS-01	ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2	Dubai	9-10	11-12	18-19	4-5	8-9	12-13	2080
			Abu Dhabi	17-18	21-22	25-26	11-12	15-16	20-21	
EMS-02	ISO 14001:2015 Environmental Management System (Transition Course)	1	Dubai	9	27	28	19	1	12	1420
			Abu Dhabi	18	28	25	26	8	19	
OHSMS-01	ISO 45001:2018 - Occupational Health and Safety Course (Introductory & Internal Auditor)	2	Dubai				17-18	29-30	27-28	2080
			Abu Dhabi				25-26	22-23	3-4	
IMS - 01	Integrated Management System - based on ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	24-25	21-22	12-13	18-19	6-7	19-20	3100
			Abu Dhabi	16-17	27-28	27-28	22-23	13-14	11-12	
IMS - 02	Integrated Management System - based on ISO 9001, ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	23-24	6-7	5-6	3-4	21-22	10-11	3100
			Abu Dhabi	30-31	13-14	11-12	11-12	6-7	26-27	
ITSM-01	ISO 20000-1:2011 Information Technology Service Management (Introductory and Internal Audit)	2	Dubai	8-9	20-21	17-18	17-18	13-14	6-7	3100
			Abu Dhabi	18-19	18-19	19-20	25-26	27-28	12-13	
FSMS-01	ISO 22000:2005 Food Safety Management System & HACCP (Introductory & Internal Auditor)	3	Dubai	2-4	6-8	5-7	3-5	20-22	5-7	4160
			Abu Dhabi	9-11	13-15	26-28	10-12	27-29	11-13	

\*all fees are inclusive of 5% VAT

# 2018 Training Calendar

## Management Systems Courses (Jan - Jun)

### Lead Auditor (IRCA approved)

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
QMS-03	ISO 9001:2015 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	7-11	4-8	4-8	1-5	6-10	3-7	4160
QMS-03	ISO 9001:2015 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	7-11	4-8	4-8	1-5	6-10	3-7	4160
EMS-03	ISO 14001:2015 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	14-18	11-15	11-15	8-12	13-17	17-21	4160
EMS-03	ISO 14001:2015 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	14-18	11-15	11-15	8-12	13-17	17-21	4160
OHSMS-02	ISO 45001:2018 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi				22-26	20-24	24-28	4160
OHSMS-02	ISO 45001:2018 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai				22-26	20-24	24-28	4160

*\*all fees are inclusive of 5% VAT*

Safety Courses										
Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
FA-01	HABC Level 2 International Award in Emergency First Aid at Work	6 hours	Dubai	4	15	14	3	1	5	265
			Abu Dhabi	11	22	21	10	8	7	
FA-02	HABC Level 2 International Award in Emergency First Aid, Defibrillation and CPR	8 hours	Dubai	3	11	13	3	2	11	345
			Abu Dhabi	10	18	20	10	9	3	
FA-03	HABC Level 3 International Award in First Aid at Work	3	Dubai	7-9	18-20	18-20	3-5	6-8	24-26	895
			Abu Dhabi	14-16	25-27	25-27	10-12	13-15	3-5	
CSE-01	Confined Space Entry	1	Dubai	2	20	28	30	23	6	1550
			Abu Dhabi	31	27	7	31	30	13	

*\*all fees are inclusive of 5% VAT*

<b>Admin and Secretarial</b>										
Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
SST-01	Front Staff & Receptionist's Excellence Education	1	Dubai	30	7	6	3	1	4	1420
			Abu Dhabi	10	14	13	10	8	11	
SST-10	Brilliant Office Assistant of Today	1	Dubai	18	20	7	16	16	18	1000
			Abu Dhabi	28	27	14	23	23	25	
SST-11	Making the EXECUTIVE SECRETARY exceptional	2	Dubai	3-4	4-5	27-28	18-19	29-30	18-19	3100
			Abu Dhabi	10-11	7-8	25-26	25-26	22-23	20-21	
SST-16	Train the Trainer Workshop	2	Dubai	14-15	14-15	13-14	22-23	8-9	18-19	3150
			Abu Dhabi	16-17	21-22	20-21	15-16	14-15	20-21	
SST-20	Effective Supervisory Skills	1	Dubai	21	7	4	18	15	12	2050
			Abu Dhabi	28	14	5	24	22	21	
<b>Customer Service and Sales</b>										
SST-03	Strategic Negotiation Skills	1	Dubai	4	1	20	4	29	28	2050
			Abu Dhabi	25	7	4	19	15	13	
SST-09	Sales & Marketing Workshop - Master in Sales Creation	2	Dubai	17-18	14-15	13-14	23-24	7-8	18-19	3100
			Abu Dhabi	24-25	21-22	20-21	16-17	13-14	20-21	
SST-13	Customer Service / Call Center Training	1	Dubai	18	7	19	9	20	17	1550
			Abu Dhabi	25	14	26	11	2	24	
SST-17	Managing Client Relationship	1	Dubai	10	27	27	12	23	28	1550
			Abu Dhabi	17	4	7	2	6	12	

\*all fees are inclusive of 5% VAT

### Personality and Professional Development

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
SST-02	Self and Time Management	1	Dubai	17	21	7	17	15	10	1550
			Abu Dhabi	24	28	14	25	22	24	
SST-04	Communication Skills	1	Dubai	11	8	27	11	2	4	2050
SST-05	Business Correspondence in a Corporate World	1	Dubai	18	15	7	18	9	11	1320
			Abu Dhabi	25	22	14	25	16	18	
SST-06	Goal Setting and getting things done	1	Dubai	4	27	21	5	23	25	1420
			Abu Dhabi	11	1	28	12	30	28	
SST-08	Advanced Presentation Skills	2	Dubai	3-4	21-22	12-13	9-10	8-9	19-20	2680
			Abu Dhabi	10-12	19-20	18-19	18-19	15-16	6-7	
SST-14	Teamwork and Team Building Workshop	1	Dubai	2	21	15	4	13	4	1420
			Abu Dhabi	14	28	22	11	20	5	
SST-18	Professional Leadership	2	Dubai	24-25	7-8	13-14	19-20	27-28	12-13	3150
			Abu Dhabi	30-31	14-15	20-21	28-29	6-7	26-27	
SST-19	Positive Attitude at workplace	1	Dubai	7	13	28	5	1	4	1550
			Abu Dhabi	14	22	17	12	8	7	
SST-23	Happiness At Work	1	Dubai	2	20	28	28	22	6	1550
			Abu Dhabi	31	27	10	29	13	13	

\*all fees are inclusive of 5% VAT

### HR Related Courses

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
SST-07	Training Needs Analysis (TNA) Workshop	1	Dubai	18	8	4	19	2	5	1550
			Abu Dhabi	25	15	7	26	9	12	
SST-12	Performance Evaluation Management	1	Dubai	17	14	5	2	16	4	1420
			Abu Dhabi	24	21	12	4	23	11	
SST-15	Employee Satisfaction Survey	1	Dubai	18	1	25	18	30	12	1550
			Abu Dhabi	24	8	6	19	2	19	
SST-21	Conducting Meetings Successfully	1	Dubai	3	21	14	2	29	27	2050
			Abu Dhabi	10	22	25	9	5	7	
SST-22	UAE Labour Law	1	Dubai	17	6	13	16	13	14	1970
			Abu Dhabi	24	13	18	23	20	21	
SST-24	HR for non-HR executive	1	Dubai	23	4	22	10	6	20	1970
			Abu Dhabi	30	11	11	17	13	4	
SST-25	Managing Medical Insurance	1	Dubai	14	18	25	4	20	11	1970
			Abu Dhabi	21	25	5	11	27	27	

*\*all fees are inclusive of 5% VAT*

# 2018 Training Calendar

## Finance and Accounting Course (Jan - Jun)

### Finance and Accounting Course

Code	Course Title	Days	Venue	Jan	Feb	Mar	Apr	May	Jun	FEE* (AED)
SST-29	Understanding UAE VAT	1	Dubai	18	8	4	19	2	5	1045
			Abu Dhabi	25	15	6	26	9	12	
SST-30	Bank Guarantees & Letters of Credit	1	Dubai	17	14	11	5	5	19	2365
			Abu Dhabi	24	21	12	12	23	18	
SST-31	Corporate Finance	5	Abu Dhabi	14-18	4-8	4-8	1-5	6-10	3-7	5200
SST-32	Creating and Implementing Effective Internal Controls	2	Dubai	3-4	21-22	21-22	22-23	8-9	19-20	3415
			Abu Dhabi	10-12	19-20	19-20	29-30	15-16	17-18	
SST-33	Improved Management Performance Through Budgeting & Cost Control	5	Abu Dhabi	21-25	11-15	11-15	22-26	13-17	24-28	5200
SST-34	Internal Audit Basics	5	Abu Dhabi	7-11	18-22	18-22	15-19	27-31	17-21	5200
SST-35	Capital Investment Decisions	2	Dubai	9-10	14-15	14-15	3-4	20-21	18-19	3415
			Abu Dhabi	16-17	21-22	21-22	11-12	15-16	27-28	
SST-36	Financial Accounting and Reporting	21	3-hour sessions   Sixteen (16) 4-hour sessions   Ten (10) 6-hour sessions							5775

\*all fees are inclusive of 5% VAT

For more information log on to  
[www.tatweer.ae](http://www.tatweer.ae)

Mode of Payment: Cheque in the name of TATWEER or Bank Transfer  
 Note: Seat reservation will only be confirmed upon receipt of Payment

#### CUSTOMIZED ONSITE TRAINING AT YOUR PREMISES

Organizations with 8-12 delegates who need training on any of the above topics provided by Tatweer are eligible for additional 20% discount on training investment, provided venue arrangements will be made by the client.

ACT - 1760