

# 2020 Training Calendar

## Management Systems Courses (January - June)

Introductory & Internal Auditor									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
QMS-01	ISO 9001:2015 Quality Management System (Introductory & Internal Auditor)	2	Dubai	29-30	2-3	4-5	1-2	4-5	28-29
			Abu Dhabi	20-21	9-10	1-2	7-8	27-28	3-4
EMS-01	ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2	Dubai	22-23	4-5	11-12	8-9	11-12	21-22
			Abu Dhabi	27-28	11-12	25-26	14-15	20-21	10-11
OHSMS-01	ISO 45001:2018 - Occupational Health and Safety Course (Introductory & Internal Auditor)	2	Dubai	15-16	16-17	18-19	15-16	18-19	14-15
			Abu Dhabi	6-7	23-24	11-12	21-22	13-14	17-18
IMS - 01	Integrated Management System - based on ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	8-9	18-19	29-30	22-23	25-26	7-8
			Abu Dhabi	13-14	25-26	3-4	28-29	6-7	24-25
IMS - 02	Integrated Management System - based on ISO 9001, ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	5-6	5-6	22-23	29-30	13-14	23-24
			Abu Dhabi	7-8	3-4	18-19	27-28	24-25	7-8
ITSM-01	ISO 20000-1:2018 Information Technology Service Management (Introductory and Internal Auditor)	2	Dubai	12-13	10-11	15-16	5-6	20-21	16-17
			Abu Dhabi	14-15	12-13	10-11	20-21	17-18	14-15
FSMS-01	ISO 22000:2018 Food Safety Management System & HACCP (Introductory & Internal Auditor)	3	Dubai	19-21	16-18	8-10	12-14	27-18	9-10
			Abu Dhabi	14-16	23-25	15-17	19-21	10-12	21-23
OHSMS-03	ISO 45001:2018 - Occupational Health and Safety Course (Migration Course)	2	Dubai	26-27	24-25	1-2	19-20	17-19	2-4
			Abu Dhabi	28-29	26-27	24-25	22-23	3-4	28-29

\*all fees are inclusive of 5% VAT

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Lead Auditor (IRCA approved)									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
QMS-03	ISO 9001:2015 QMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	19-23	16-20	22-26	19-23	10-14	21-25
			Dubai	19-23	16-20	22-26	19-23	10-14	21-25
EMS-03	ISO 14001:2015 EMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	12-16	9-13	15-19	26-30	17-21	14-18
			Dubai	12-16	9-13	15-16	26-30	17-21	14-18
OHSMS-02	ISO 45001:2018 OHSMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	26-30	23-27	8-12	19-23	24-28	7-11
			Dubai	26-30	23-27	8-12	19-23	24-28	7-11

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First Aid Courses									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
FA-01	HABC Level 2 International Award in Emergency First Aid at Work	6 hours	Dubai	18	15	28	11	17	11
			Abu Dhabi	25	22	21	18	16	20
FA-02	HABC Level 2 International Award in Emergency First Aid, Defibrillation and CPR	8 hours	Dubai	30	24	23	21	21	18
			Abu Dhabi	23	20	18	19	20	21
FA-03	HABC Level 3 International Award in First Aid at Work	3 days	Dubai	26-28	16-18	29-31	12-14	27-29	28-30
			Abu Dhabi	29-31	23-25	25-27	8-10	10-12	14-16

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Safety & Security Courses									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
CSE-01	Confined Space Entry	1	Dubai	23	9	10	15	7	4
			Abu Dhabi	30	16	24	29	12	16
HSE-01	HSE Incident Prevention, Investigation and Reporting	1	Dubai	20	20	16	13	20	8
			Abu Dhabi	27	27	31	26	25	23

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Admin and Secretarial									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
SST-01	Front Staff & Receptionist's Excellence Education	1	Dubai	16	2	7	5	3	2
			Abu Dhabi	23	11	14	9	10	9
SST-10	Brilliant Office Assistant of Today	1	Dubai	13	22	15	16	17	11
			Abu Dhabi	28	29	22	19	24	23
SST-11	Making the EXECUTIVE SECRETARY exceptional	2	Dubai	19-20	5-6	9-10	7-8	6-7	7-8
			Abu Dhabi	26-27	12-13	16-17	14-15	13-14	14-15
SST-16	Train the Trainer Workshop	2	Dubai	29-30	19-20	23-24	21-22	20-21	21-22
			Abu Dhabi	12-13	26-27	30-31	28-29	27-28	28-29
SST-20	Effective Supervisory Skills	1	Dubai	11	3	2	6	25	13
			Abu Dhabi	25	4	29	30	29	20
Customer Service and Sales									
SST-03	Strategic Negotiation Skills	1	Dubai	2	23	11	11	4	10
			Abu Dhabi	7	26	25	18	26	16
SST-09	Sales & Marketing Workshop - Master in Sales Creation	2	Dubai	14-15	9-10	4-5	12-13	11-12	3-4
			Abu Dhabi	21-22	16-17	18-19	26-27	18-19	17-18
SST-13	Customer Service / Call Center Training	1	Dubai	6	24	12	1	16	25
			Abu Dhabi	8	25	26	23	23	30
SST-17	Managing Client Relationship	1	Dubai	18	5	8	2	5	1
			Abu Dhabi	4	18	29	20	31	24

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### Personality and Professional Development

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

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HR Related Courses									
Code	Course Title	Days	Venue	Jan	Feb	March	Apr	May	June
SST-07	Training Needs Analysis (TNA) Workshop	1	Dubai	26	2	2	5	3	4
			Abu Dhabi	20	5	4	6	7	10
SST-12	Performance Evaluation Management	1	Dubai	19	9	9	8	10	18
			Abu Dhabi	22	12	12	9	12	25
SST-15	Employee Satisfaction Survey	1	Dubai	21	16	16	15	17	3
			Abu Dhabi	15	26	18	13	19	10
SST-21	Conducting Meetings Successfully	1	Dubai	28	23	22	22	24	17
			Abu Dhabi	27	18	26	23	25	24
SST-22	UAE Labour Law and Tawteen Gate	1	Dubai	23	21	23	9	21	11
			Abu Dhabi	16	19	19	16	14	18
SST-24	HR for non-HR executive	1	Dubai	30	25	30	29	31	28
			Abu Dhabi	29	27	29	30	28	22

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