

2018 Training Calendar

Management & Business Services (July - December)

Introductory & Internal Auditor										
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE* (AED)
QMS-01	ISO 9001:2015 Quality Management System(Introductory & Internal Auditor)	2	Dubai	3-4	5-6	5-6	3-4	4-5	4-5	2080
			Abu Dhabi	10-11	12-13	12-13	10-11	6-7	9-10	
QMS-02	ISO 9001:2015 Quality Management System(Transition Course)	1	Dubai	3	7	4	17	15	12	1420
			Abu Dhabi	10	14	9	25	22	19	
EMS-01	ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2	Dubai	9-10	13-14	18-19	1-2	7-8	12-13	2080
			Abu Dhabi	17-18	20-21	25-26	10-11	14-15	19-20	
EMS-02	ISO 14001:2015 Environmental Management System (Transition Course)	1	Dubai	9	27	27	21	1	12	1420
			Abu Dhabi	18	28	25	25	8	19	
OHSMS-01	ISO 45001:2018 - Occupational Health and Safety Course (Introductory & Internal Auditor)	2	Dubai	22-23	1-2	16-17	17-18	28-29	26-27	2080
			Abu Dhabi	30-31	8-9	19-20	24-25	26-27	5-6	
IMS - 01	Integrated Management System - based on ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	24-25	20-21	12-13	17-18	6-7	19-20	3100
			Abu Dhabi	16-17	27-28	26-27	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	9-10	10-11	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	5-6	3100
			Abu Dhabi	18-19	19-20	19-20	24-25	27-28	12-13	
FSMS-01	ISO 22000:2005 Food Safety Management System & HACCP (Introductory & Internal Auditor)	3	Dubai	2-4	6-8	4-6	2-4	11-13	4-6	4160
			Abu Dhabi	9-11	13-15	18-20	9-11	27-29	11-13	
OHSMS-03	ISO 45001:2018 - Occupational Health and Safety Course (Migration Course)	2	Dubai	22-23	1-2	16-17	17-18	28-29	26-27	2080
			Abu Dhabi	30-31	8-9	19-20	24-25	26-27	5-6	

*all fees are inclusive of 5% VAT

2018 Training Calendar

Management & Business Services (July - December)

Lead Auditor (IRCA approved)										
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE* (AED)
QMS-03	ISO 9001:2015 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	1-5	5-9	2-6	7-11	4-8	9-13	4160
QMS-03	ISO 9001:2015 QMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	1-5	5-9	2-6	7-11	4-8	9-13	4160
EMS-03	ISO 14001:2015 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	8-12	12-16	16-20	14-18	11-15	16-20	4160
EMS-03	ISO 14001:2015 EMS Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	8-12	12-16	16-20	14-18	11-15	16-20	4160
OHSMS-02	ISO 45001:2018 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	15-19	26-30	23-27	21-25	25-29	23-27	4160
OHSMS-02	ISO 45001:2018 Auditor/Lead Auditor Training Course (IRCA Registered)	5	Dubai	15-19	26-30	23-27	21-25	25-29	23-27;	4160

**all fees are inclusive of 5% VAT*

Safety Courses

Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE* (AED)
FA-01	HABC Level 2 International Award in Emergency First Aid at Work	6 hours	Dubai	4	15	13	3	1	5	265
			Abu Dhabi	11	21	20	10	8	6	
FA-02	HABC Level 2 International Award in Emergency First Aid, Defibrillation and CPR	8 hours	Dubai	3	12	27	3	4	11	345
			Abu Dhabi	10	19	30	10	8	9	
FA-03	HABC Level 3 International Award in First Aid at Work	3	Dubai	8-10	19-21	18-20	2-4	6-8	24-26	895
			Abu Dhabi	15-17	26-28	25-27	9-11	13-15	4-6	

**all fees are inclusive of 5% VAT*

2018 Training Calendar

Safety & Security Courses (July - December)

Safety Courses

Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	FEE* (AED)
CSE-01	Confined Space Entry	1	Dubai	2	20	23	30	22	6	1550
			Abu Dhabi	31	27	6	31	29	13	
HSE-01	HSE Incident Prevention, Investigation and Reporting	1	Dubai	3	12	27	3	4	11	2100
			Abu Dhabi	10	19	30	10	8	9	

**all fees are inclusive of 5% VAT*

Admin and Secretarial										
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec	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	20	16	15	18	1000
			Abu Dhabi	29	27	13	23	24	25	
SST-11	Making the EXECUTIVE SECRETARY exceptional	2	Dubai	3-4	4-5	26-27	17-18	28-29	18-19	3100
			Abu Dhabi	10-11	7-8	24-25	24-25	21-22	23-24	
SST-16	Train the Trainer Workshop	2	Dubai	15-16	14-15	12-13	22-23	7-8	18-19	3150
			Abu Dhabi	17-18	21-22	19-20	15-16	14-15	19-20	
SST-20	Effective Supervisory Skills	1	Dubai	22	7	4	18	15	12	2050
			Abu Dhabi	29	14	5	24	22	23	
Customer Service and Sales										
SST-03	Strategic Negotiation Skills	1	Dubai	4	1	20	4	29	30	2050
			Abu Dhabi	25	7	4	18	15	13	
SST-09	Sales & Marketing Workshop - Master in Sales Creation	2	Dubai	17-18	14-15	12-13	23-24	7-8	18-19	3100
			Abu Dhabi	24-25	20-21	19-20	16-17	13-14	16-17	
SST-13	Customer Service / Call Center Training	1	Dubai	18	7	19	9	21	18	1550
			Abu Dhabi	25	14	26	11	1	24	
SST-17	Managing Client Relationship	1	Dubai	10	27	27	14	22	27	1550
			Abu Dhabi	17	5	6	2	6	12	

*all fees are inclusive of 5% VAT

Personality and Professional Development

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

*all fees are inclusive of 5% VAT

HR Related Courses

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

*all fees are inclusive of 5% VAT

Finance and Accounting Course

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

For more information log on to
www.tatweer.ae

**all fees are inclusive of 5% VAT*

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.