

# 2020 Training Calendar

## Management Systems Courses (July - December)

Introductory & Internal Auditor									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
QMS-01	ISO 9001:2015 Quality Management System (Introductory & Internal Auditor)	2	Dubai	1-2	3-4	2-3	7-8	4-5	6-7
			Abu Dhabi	7-8	25-26	7-8	28-29	23-24	29-30
EMS-01	ISO 14001:2015 Environmental Management System (Introductory & Internal Auditor)	2	Dubai	8-9	9-10	9-10	14-15	11-12	13-14
			Abu Dhabi	14-15	5-6	23-24	21-22	16-17	22-23
OHSMS-01	ISO 45001:2018 - Occupational Health and Safety Course (Introductory & Internal Auditor)	2	Dubai	15-16	16-17	16-17	21-22	18-19	20-21
			Abu Dhabi	21-22	12-13	1-2	14-15	2-3	15-16
IMS - 01	Integrated Management System - based on ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	22-23	23-24	23-24	28-29	25-26	27-28
			Abu Dhabi	26-27	19-20	8-9	7-8	4-5	8-9
IMS - 02	Integrated Management System - based on ISO 9001, ISO 14001 and ISO 45001 (Introductory & Internal Auditor)	2	Dubai	29-30	30-31	29-30	4-5	1-2	9-10
			Abu Dhabi	28-29	26-27	15-16	6-7	11-12	6-7
ITSM-01	ISO 20000-1:2018 Information Technology Service Management (Introductory and Internal Auditor)	2	Dubai	5-6	4-5	6-7	11-12	8-9	16-17
			Abu Dhabi	8-9	9-10	22-23	13-14	18-19	13-14
FSMS-01	ISO 22000:2018 Food Safety Management System & HACCP (Introductory & Internal Auditor)	3	Dubai	12-13	11-12	13-14	18-19	15-16	23-24
			Abu Dhabi	15-16	16-17	29-30	20-21	25-26	20-21
OHSMS-03	ISO 45001:2018 - Occupational Health and Safety Course (Migration Course)	2	Dubai	19-20	18-19	20-21	25-26	22-23	29-30
			Abu Dhabi	28-29	30-31	27-28	27-28	29-30	27-28

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Lead Auditor (IRCA approved)									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
QMS-03	ISO 9001:2015 QMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	26-30	2-6	13-17	4-8	1-6	6-11
			Dubai	12-16	23-27	1-7	25-29	22-27	24-30
EMS-03	ISO 14001:2015 EMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	19-23	9-13	20-24	18-22	8-13	13-17
			Dubai	1-7	19-20	13-17	1-7	1-6	6-11
OHSMS-02	ISO 45001:2018 OHSMS Lead Auditor Training Course (IRCA Registered)	5	Abu Dhabi	5-9	16-20	6-10	11-15	15-20	20-24
			Dubai	22-28	5-11	20-24	21-27	22-27	13-17

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Interpretation Course									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
QMS-04	ISO 9001:2015 Quality Management System Interpretation Course	3 hours	Dubai	6	10	9	13	4	7
			Abu Dhabi	2	17	23	27	18	10
EMS-04	ISO 14001:2015 Environmental Management System Interpretation Course	3 hours	Dubai	20	20	16	11	11	14
			Abu Dhabi	27	27	30	25	26	17
OHSMS-04	ISO 45001:2018 - Occupational Health and Safety Management System Interpretation Course	3 hours	Dubai	8	5	14	7	15	13
			Abu Dhabi	22	26	28	22	29	29

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First Aid Courses									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
FA-01	Level 2 International Award in Emergency First Aid at Work (Highfield Qualifications)	6 hours	Dubai	8	5	9	14	18	9
			Abu Dhabi	9	6	10	15	19	10
FA-02	Level 2 International Award in Emergency First Aid, Defibrillation and CPR (Highfield Qualifications)	8 hours	Dubai	15	12	16	21	25	16
			Abu Dhabi	16	13	17	22	26	17
FA-03	Level 3 International Award in First Aid at Work (Highfield Qualifications)	3 days	Dubai	19-21	16-18	20-22	18-20	15-17	20-22
			Abu Dhabi	26-28	23-25	27-29	25-27	22-24	27-29
FA-04	Level 2 International Award in Paediatric First Aid and The Safe Use of an AED (Highfield Qualifications)	6 hours	Dubai	22	19	2	6	2	6
			Abu Dhabi	29	26	24	13	9	13

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Fire Safety Course									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
FS-01	Level 2 International Award in Fire Safety (Highfield Qualifications)	6 hours	Dubai	7	20	3	4	3	8
			Abu Dhabi	23	27	30	11	10	15

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Safety & Security Courses									
Code	Course Title	Days	Venue	Jul	Aug	Sep	Oct	Nov	Dec
CSE-01	Confined Space Entry	1	Dubai	5	9	13	4	8	13
			Abu Dhabi	9	13	17	8	12	17
HSE-01	HSE Incident Prevention, Investigation and Reporting	1	Dubai	12	16	20	11	15	20
			Abu Dhabi	16	20	24	15	19	24
SSD-01	Safety At Work: Cleaning, Sterilization and Disinfection	4 hours	Dubai	19	23	6	18	22	6
			Abu Dhabi	23	27	10	22	26	10

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

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

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

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