

CALENDAR 2023

Course Title:	Duration (Days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SOFT SKILLS													
Business Writing Skills	1	8	-	1	30		1	6		3 or 14	5		31
Advanced Business Writing Skills	2		1			21			6			1	
Arabic Business Writing Skills	2	1		1	5		7	30		12	15		3
Effective Communication Skills	2		5			17			27			12	
The Art Of Negotiation & Effective Negotiating Skills	2		1			30			22			19	
Assertiveness Skills (& Dealing With Difficult Situations)	2		1			23			30			29	
Cross-Cultural Business Etiquette	2	3		1	12		18	12		17	17		17
Time & Stress Management and Productivity	2		14			23			1			29	
Train The Trainer	5	1		12			25	2		3	8		10
Professional Communication and Presentation Skills & Public Speaking	2		5			28			20			14	
Effective Meeting Management	2	3		15	12		20	30		20	15		24
High Impact Team Building	3		7			1			1			5	
Team Work	2	15		22	16		27	19		10	22		10
LEADERSHIP AND BEHAVIOUR MANAGEMENT													
Leading & Managing Change	2	15		26	12		27	12		24	30		3
Developing Management Skills	3		7			1			1			19	
Leadership & Essential Communication Strategies	3	17		12	16		4	9		17	1		5
Advanced Supervisory Skills	2		7			10			27			29	
Adaptive Leadership: Tools & Tactics	3	15		19	9		11	9		5	17		19
Coaching Skills and Motivating Teams for Optimum Performance	3		12			14			1			14	
Strategies for Successful Change Management	3	17		26	9		4	16		26	22		5
Decision Dynamics & Leadership Styles	3		19			1			8			19	
Emotional Intelligence & Handling Pressure and Stress	2	3		22	18		20	30		20	15		13
Managing Employee Performance, Behaviour & Attitude	2		5			17			30			1	
The Three Dimension of Leadership	3	17		19	23		11	16		12	1		19
Creative Problem Solving & Decision Making	2		21			23			6			19	
HR AND CHANGE MANAGEMENT													
Change Management	2	8		28	19		7	16		27	30		3
HR Management Skills	3		19			7			8			19	
Policies & Procedures Writing	2	29		26	18		18	18		10	24		24
Performance Management	2		26			17			22			1	
Talent Acquisition	2	8		28	23		19	23		17	22		17
KPI Analysis and Techniques	5		12			7			13			5	
Resources and Talent Planning	2	29		22	23		25	25		27	24		24
Strategic Recruitment, Interviewing and Selection	2		21			21			20			8	
Strategic Planning & Organizational Development	2	29		30	2		20	19		24	17		17
Employee Engagement and Motivation	2		26			30			30			19	
PROJECT AND CONTRACT MANAGEMENT													
Project Management	5		12			7			13			5	
Program Management	5	22		12	2		11	2		3	8		10
Contract Management	2		26			21			27			12	
Sub-Contract Management	2	30		28	16		7	12		20	22		27
1													
Finance for Non-Financial Managers	4	22			2			2			1		
Bid Tender Management	2			30			18			10			27
Fundamentals of Budgeting	2		21			21			6			26	
Cash Flow Management	3			19			4			12			5
Financial Strategy and Accounting Skills	3		19			14			8			14	
Financial Management for Projects & Contracts	3	22			9			9			10		
Revenue Performance Strategy & Implementation	3		26			14			22			26	
SECURITY AND HEALTH AND SAFETY													
PMP COURSE	10	14		11			10	8	12		14	11	
RISK MANAGEMENT PROFESSIONAL	10	28		25			24				28	25	23
IOSH Managing Safety	3	10	7	7	11	9	13	11	8	12	10	7	5
IOSH Managing Safety	3-Friday	13	10	10	14	12	9	14	11	8	13	10	15
IOSH Working Safety	2-Friday	13	10	10	14	12	9	14	11	8	13	10	15
HABC TRAIN THE TRAINER Level 3	2-Friday	27	24	31	28	26	30	28	25	29	27	24	22
Highfield Level 3 Award Managing Food Safety in Catering	2-Friday	27	24	31	28	26	30	28	25	29	27	24	22
Highfield Level 4 Award Managing Food Safety in Catering	2-Friday	27	24	31	28	26	30	28	25	29	27	24	22
ISO 9001:2015 QMS LEAD AUDITOR	9	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA
ISO 14001:2015 EMS LEAD AUDITOR	9	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA
ISO 45001:2018 OHSMS LEAD AUDITOR	9	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA