

SMART Management
Training and Consultancy

Training Calendar 2024

LEARNING AND DEVELOPMENT

[2024 Training Calendar](#)

[SMART Management Training Consultancy](#)



SMART MANAGEMENT
Training & Consultancy
Think Smart...Think Management

2024 TRAINING CALENDAR

COURSES CATEGORY WISE



SMART MANAGEMENT
Training & Consultancy
Think Smart ... Think Management

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COURSES

MANAGEMENT AND LEADERSHIP COURSES**Developing Exceptional Management Skills:
Rising to the Top**

	Days	Fees
5 - 9 February	5	\$2325
1 - 5 April	5	\$2325
10 - 14 June	5	\$2325
19 - 23 August	5	\$2325
9 - 13 December	5	\$2325

Transformational Change and Strategic Leadership

	Days	Fees
15 - 19 January	5	\$3500
3 - 7 June	5	\$3500
12 - 16 August	5	\$3500
7 - 11 October	5	\$3500
23 - 27 December	5	\$3500

Enterprise Risk Management

	Days	Fees
8- 12 January	5	\$3500
4 - 8 March	5	\$3500
10 - 14 June	5	\$3500
18 - 22 November	5	\$3500
16 - 20 December	5	\$3500

COURSES

MANAGEMENT AND LEADERSHIP COURSES

The Professional Supervisor: The Proven Path to Effective Supervision

	Days	Fees
15 - 17 January	3	\$1395
13 - 15 March	3	\$1395
10 - 12 June	3	\$1395
11 - 13 September	3	\$1395
4 - 6 November	3	\$1395

Building Strong Leadership Skills: Developing Your Skills for Today and Tomorrow

	Days	Fees
13 - 16 February	4	\$1860
16 - 19 April	4	\$1860
24 - 27 June	4	\$1860
17 - 20 September	4	\$1860
25 - 28 November	4	\$1860

Organizational Leadership

	Days	Fees
12 - 16 February	5	\$3500
19 - 23 August	5	\$3500

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Basic Business Management: Boot Camp for Business****Owners**

	Days	Fees
4 - 6 March	3	\$1395
22 - 24 July	3	\$1395
9 - 11 September	3	\$1395

Delegation: The Art of Delegating Effectively

	Days	Fees
23 February	1	\$465
6 June	1	\$465
4 November	1	\$465

Coaching and Mentoring

	Days	Fees
4 - 5 March	2	\$930
22 - 23 July	2	\$930
9 - 10 September	2	\$930

Achieving quantum leap results through coaching skills

	Days	Fees
18 -19 July	2	\$930
4 - 5 November	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Business Process Management**

	Days	Fees
22 - 23 January	2	\$930
25 - 26 March	2	\$930
9 - 10 May	2	\$930
26 - 27 September	2	\$930
5 - 6 December	2	\$930

Being an Effective Team Member

	Days	Fees
22 - 23 January	2	\$930
25 - 26 March	2	\$930
9 - 10 May	2	\$930
26 - 27 September	2	\$930
5 - 6 December	2	\$930

Change Management

	Days	Fees
4 - 6 March	3	\$1395
3 - 5 June	3	\$1395
4 - 6 September	3	\$1395
25 - 27 November	3	\$1395

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Strategic Thinking & Planning**

	Days	Fees
7 - 9 February	3	\$1395
3 - 5 July	3	\$1395
14 - 16 October	3	\$1395
16 - 18 December	3	\$1395

Meeting Management: The Art of Making Meetings Work

	Days	Fees
4 - 5 March	2	\$930
4 - 5 July	2	\$930
23 - 24 September	2	\$930
12 - 13 December	2	\$930

Creative Thinking and Innovation

	Days	Fees
26 - 27 February	2	\$930
4 - 5 April	2	\$930
8 - 9 July	2	\$930
21 - 22 October	2	\$930
16 - 17 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Conflict Resolution**

	Days	Fees
21 - 22 February	2	\$930
3 - 4 June	2	\$930
17 - 18 October	2	\$930

The Minute-Taker's Workshop

	Days	Fees
23 February	1	\$465
6 June	1	\$465
4 November	1	\$465

Self-Leadership

	Days	Fees
18 - 19 July	2	\$930
4 - 5 November	2	\$930

Facilitation Skills

	Days	Fees
20 -21 July	2	\$930
3 - 4 November	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Employee Accountability**

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
26 - 27 September	2	\$930
26 - 27 December	2	\$930

Strategic Planning

	Days	Fees
29 - 30 March	2	\$930
13 - 14 July	2	\$930
5 - 6 October	2	\$930
10 - 11 November	2	\$930

Knowledge Management

	Days	Fees
22 - 23 January	2	\$930
25 - 26 March	2	\$930
9 - 10 May	2	\$930
24 - 25 September	2	\$930
9 - 10 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Lean Process Improvement

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
26 - 27 September	2	\$930
26 - 27 December	2	\$930

Business Succession Planning

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
24 - 25 September	2	\$930
26 - 27 December	2	\$930

Inventory Management: The Nuts and Bolts

	Days	Fees
22 - 23 January	2	\$930
25 - 26 March	2	\$930
9 - 10 May	2	\$930
26 - 27 September	2	\$930
5 - 6 December	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES

Advanced Leadership Skills

	Days	Fees
27 - 29 March	2	\$930
15 - 17 July	2	\$930
7 - 8 October	2	\$930
11 - 13 November	2	\$930

Building Better Teams

	Days	Fees
3 - 5 April	2	\$930

COURSES

MANAGEMENT AND LEADERSHIP COURSES**Motivation Training: Motivating Your Workforce**

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
24 - 25 September	2	\$930
26 - 27 December	2	\$930

Critical Thinking

	Days	Fees
1 - 2 February	2	\$930
13 - 14 May	2	\$930
26 - 27 August	2	\$930
2 - 3 October	2	\$930
23 - 24 December	2	\$930

Women Leadership: Women's Leadership Courses

	Days	Fees
4 - 6 March	3	\$1395
22 - 24 July	3	\$1395
9 - 11 September	3	\$1395

COURSES

BUSINESS CONTINUITY FOR THE MODERN ERA**Business Continuity Planning: Proactively Protecting Your Business's Future**

	Days	Fees
5 - 9 February	5	\$3800
28 - 31 May	5	\$3800
1 June	5	\$3800
30 - 31 July	5	\$3800
5 - 7 August	5	\$3800
2 - 6 September	5	\$3800
7 - 11 October	5	\$3800
9 - 13 December	5	\$3800

Emergency & Business Continuity Management

	Days	Fees
4 - 5 March	3	\$2700
3 - 5 July	3	\$2700
21 - 23 October	3	\$2700

A Comprehensive Training in Risk Management: Surviving the Storm

	Days	Fees
11 - 15 March	5	\$3500
28 - 31 May	5	\$3500
1 June	5	\$3500
19 - 21 November	5	\$3500
11 - 13 December	5	\$3500

COURSES

BUSINESS CONTINUITY FOR THE MODERN ERA**A Business Continuity Management Course for Dynamic Organizations**

	Days	Fees
14 - 16 February	3	\$2700
30 - 31 May	3	\$2700
1 June	3	\$2700
3 - 5 October	3	\$2700
11 - 13 December	3	\$2700

COURSES

STRATEGY MANAGEMENT COURSES**Simplified Strategic Planning**

	Days	Fees
7 - 8 February	2	\$930
4 - 5 April	2	\$930
27 - 28 June	2	\$930
22 - 23 August	2	\$930
12 - 13 December	2	\$930

Strategy Development Skills

	Days	Fees
15 - 19 January	2	\$930
5 - 6 June	2	\$930
13 - 14 August	2	\$930
8 - 9 October	2	\$930
23 - 24 December	2	\$930

Strategic Decision-Making Skill

	Days	Fees
8- 12 January	2	\$930
4 - 8 March	2	\$930
11 - 12 June	2	\$930
19 - 20 November	2	\$930
17 - 18 December	2	\$930

COURSES

STRATEGY MANAGEMENT COURSES**Future Foresight Skills**

	Days	Fees
15 - 17 January	3	\$930
18 - 20 March	3	\$930
24 - 25 June	3	\$930
16 - 17 September	3	\$930
4 - 5 November	3	\$930

Brain Storming Skills

	Days	Fees
8 - 12 January	2	\$930
4 - 8 March	2	\$930
25 - 26 June	2	\$930
19 - 20 November	2	\$930
17 - 18 December	2	\$930

Business Planning Skills

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
26 - 27 September	2	\$930
27 - 28 December	2	\$930

COURSES

ENTREPRENEURIAL, LEADERSHIP & MANAGERIAL SKILLS COURSES**Building the Transformational Leadership Skills**

	Days	Fees
15 - 16 January	2	\$930
18 - 20 March	2	\$930
24 - 25 June	2	\$930
16 - 17 September	2	\$930
4 - 5 November	2	\$930

Acquiring Situational Leadership skills

	Days	Fees
8 - 9 January	2	\$930
4 - 8 March	2	\$930
25 - 26 June	2	\$930
19 - 20 November	2	\$930
17 - 18 December	2	\$930

Leadership Competencies Assessment using Honeycomb Diagram

	Days	Fees
14 - 15 March	2	\$930
11 - 12 July	2	\$930
26 - 27 September	2	\$930
26 - 27 December	2	\$930

COURSES

ENTREPRENEURIAL, LEADERSHIP & MANAGERIAL SKILLS COURSES

Leadership Skills Post COVID 19

	Days	Fees
7 - 8 February	2	\$930
4 - 5 April	2	\$930
13 - 14 June	2	\$930
22 - 23 August	2	\$930
12 - 13 December	2	\$930

COURSES

PROJECT MANAGEMENT COURSES**Project Management Training Understanding Project Management**

	Days	Fees
7 - 9 February	3	\$1395
3 - 5 April	3	\$1395
11 - 13 June	3	\$1395
21 - 23 August	3	\$1395
11 - 13 December	3	\$1395

Intermediate Project Management

	Days	Fees
15 - 19 January	2	\$1395
5 - 9 June	2	\$1395
13 - 17 August	2	\$1395
8 - 9 October	2	\$1395
24 - 27 December	2	\$1395

Advanced Project Management

	Days	Fees
8- 9 January	2	\$1395
4 - 8 March	2	\$1395
25 - 26 June	2	\$1395
19 - 20 November	2	\$1395
17 - 18 December	2	\$1395

COURSES

PROJECT MANAGEMENT COURSES**Project Management Fundamentals**

	Days	Fees
15 - 16 January	2	\$1395
18 - 20 March	2	\$1395
24 - 25 June	2	\$1395
16 - 17 September	2	\$1395
3 - 4 November	2	\$1395

Effective Planning and Scheduling

	Days	Fees
8- 9 January	2	\$930
4 - 8 March	2	\$930
25 - 26 June	2	\$930
19 - 20 November	2	\$930
17 - 18 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES**Assertiveness Skills and Building Self Confidence**

	Days	Fees
21 February	1	\$465
19 April	1	\$465
30 September	1	\$465
5 December	1	\$465

Effective Communication Skills

	Days	Fees
25 - 26 January	2	\$930
18 - 19 March	2	\$930
22 - 23 July	2	\$930
3 - 4 November	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES**Managing Difficult Conversations**

	Days	Fees
10 May	1	\$465
20 September	1	\$465
22 December	1	\$465

Managing Pressure and Maintaining Balance

	Days	Fees
28 - 29 March	1	\$465
25 - 26 July	1	\$465
13 - 14 October	1	\$465

Goal Setting

	Days	Fees
14 - 15 March	1	\$465
30 - 31 August	1	\$465
21 - 22 November	1	\$465

Influence and Persuasion

	Days	Fees
9 - 10 May	2	\$930
19 - 20 September	2	\$930
23 - 24 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES**Empowering Emotional Intelligence: The Key to Unlocking Your Full Potential for Growth**

	Days	Fees
14 - 16 February	3	\$1395
1 - 3 June	3	\$1395
23 - 25 September	3	\$1395
11 - 13 December	3	\$1395

Personal Brand: Maximizing Personal Impact

	Days	Fees
9 - 11 February	2	\$930
11 - 13 May	2	\$930
17 - 19 August	2	\$930
16 - 18 November	2	\$930

Time Management Get Organized for Peak Performance

	Days	Fees
21 - 22 February	2	\$930
19 - 20 July	2	\$930
20 - 21 October	2	\$930
15 - 16 December	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES**Research Skills**

	Days	Fees
14 - 15 February	1	\$465
30 - 31 August	1	\$465
21 - 22 November	1	\$465

Planning, Organizing, and Prioritizing: From Overwhelm to Order

	Days	Fees
28 - 29 March	2	\$930
25 - 26 June	2	\$930
14 - 15 October	2	\$930

Body Language Basics

	Days	Fees
9 - 10 May	2	\$930
19 - 20 September	2	\$930
23 - 24 December	2	\$930

Enhancing Your Interpersonal Skills: From Small Talk to Deep Connection

	Days	Fees
14 - 15 February	2	\$930
29 - 30 August	2	\$930
21 - 22 November	2	\$930

COURSES

PERSONAL DEVELOPMENT COURSES**The Art of Problem-Solving and Decision-Making: The Key to Success**

	Days	Fees
7 - 9 February	3	\$1395
13 - 15 May	3	\$1395
19 - 21 August	3	\$1395
18 - 19 November	3	\$1395

Stress Management: Find Your Zen

	Days	Fees
1 March	1	\$465
9 May	1	\$465
25 July	1	\$465
22 November	1	\$465

Enhancing Your Personal Effectiveness

	Days	Fees
8 - 10 May	3	\$1395
11 - 13 September	3	\$1395
23 - 25 December	3	\$1395

Public Relations Boot Camp

	Days	Fees
14 - 15 February	2	\$930
29 - 30 August	2	\$930
21 - 22 November	2	\$930

COURSES

SALES AND MARKETING MASTERY COURSES**Dynamite Sales Presentations**

	Days	Fees
21 - 22 February	2	\$930
18 - 19 July	2	\$930
21 - 22 October	2	\$930
16 - 17 December	2	\$930

Effective Marketing Skills: The Ultimate Skillset

	Days	Fees
26 - 28 February	3	\$1395
20 - 22 May	3	\$1395
11 - 13 September	3	\$1395
20 - 22 November	3	\$1395

Negotiating For Results

	Days	Fees
7 - 9 February	3	\$1395
15 - 17 May	3	\$1395
26 - 28 August	3	\$1395
4 - 6 November	3	\$1395

COURSES

SALES AND MARKETING MASTERY COURSES**Selling with Impact: Proven Selling Techniques**

	Days	Fees
18 - 20 March	3	\$1395
12 - 14 June	3	\$1395
21 - 23 October	3	\$1395

Building Relationships for Success in Sales

	Days	Fees
22 - 23 January	2	\$930
18 - 19 July	2	\$930
28 - 29 November	2	\$930

Brand Management Skills: Creating and Managing Your Corporate Brand

	Days	Fees
22 - 23 January	2	\$930
18 - 19 July	2	\$930
28 - 29 November	2	\$930

COURSES

SALES AND MARKETING MASTERY COURSES**Prospecting for Leads Like a Pro**

	Days	Fees
21 - 22 February	2	\$930
18 - 19 July	2	\$930
21 - 22 October	2	\$930
16 - 17 December	2	\$930

Telemarketing – Using the Telephone as a Sales Tool

	Days	Fees
22 - 23 January	2	\$930
18 - 19 July	2	\$930
28 - 29 November	2	\$930

Networking for Success

	Days	Fees
25 February	1	\$465
6 June	1	\$465
4 November	1	\$465

COURSES

SALES AND MARKETING MASTERY COURSES

Overcoming Objections to Nail the Sale

	Days	Fees
22 - 23 January	2	\$930
18 - 19 July	2	\$930
28 - 29 November	2	\$930

COURSES

PRESENTATION & PUBLIC SPEAKING COURSES**Mastering Powerful Presentations: Presentation Survival School**

	Days	Fees
27 - 29 March	3	\$1395
24 - 26 June	3	\$1395
10 - 12 July	3	\$1395
4 - 6 September	3	\$1395
18 - 20 November	3	\$1395

Public Speaking: Speaking Under Pressure

	Days	Fees
21 - 22 February	2	\$930
18 - 19 July	2	\$930
21 - 22 October	2	\$930
16 - 17 December	2	\$930

Conquering Your Fear of Speaking in Public

	Days	Fees
18 - 20 March	3	\$930
12 - 14 June	3	\$930
17 - 18 October	3	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES**Customer Service Training: Critical Elements of Customer Service**

	Days	Fees
5 - 6 February	2	\$930
27 - 28 June	2	\$930
3 - 4 October	2	\$930

Conferences & Events Management: From Start to Finish

	Days	Fees
18 - 19 January	2	\$930
25 - 26 April	2	\$930
13 - 14 May	2	\$930
12 - 13 August	2	\$930
19 - 20 December	2	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES**Business Etiquette Gaining That Extra Edge**

	Days	Fees
2 - 4 February	3	\$1395
8 - 10 June	3	\$1395
4 - 6 October	3	\$1395

Telephone Handling Skills

	Days	Fees
26 February	1	\$465
6 June	1	\$465
4 November	1	\$465

Business Ethics for the Office

	Days	Fees
4 - 5 March	2	\$930
14 - 15 November	2	\$930

Customer Care for Customers with Special Needs: Going the extra mile

	Days	Fees
4 - 5 March	2	\$930
14 - 15 November	2	\$930

COURSES

THE ART OF CUSTOMER SERVICE COURSES**Call Center Training: Sales and Customer Service Training for Call Center Agents**

	Days	Fees
3 - 4 February	2	\$930
20 - 21 June	2	\$930
3 - 4 October	2	\$930

CRM: An Introduction to Customer Relationship Management

	Days	Fees
5 - 6 February	2	\$930
27 - 28 June	2	\$930
3 - 4 October	2	\$930

Disability Awareness: Working with People with Disabilities

	Days	Fees
25 January	1	\$465
6 June	1	\$465
4 November	1	\$465

COURSES

THE ART OF CUSTOMER SERVICE COURSES**Diversity Training: Celebrating Diversity in the Workplace**

	Days	Fees
26 February	1	\$465
6 June	1	\$465
4 November	1	\$465

Strategies for Managing Customer Complaints: From Complaints to Satisfaction

	Days	Fees
26 February	1	\$465
6 June	1	\$465
4 November	1	\$465

Customer Service Training: Managing Customer Service

	Days	Fees
4 - 5 March	2	\$930
14 - 15 November	2	\$930

COURSES

HUMAN RESOURCES COURSES**Human Resources Management**

	Days	Fees
15 - 19 January	5	\$2325
18 - 22 March	5	\$2325
24 - 28 June	5	\$2325
23 - 27 September	5	\$2325
3 - 6 December	5	\$2325

Hiring for Success: Behavioral Interviewing Techniques

	Days	Fees
8 - 9 February	2	\$930
16 - 17 May	2	\$930
29 - 30 July	2	\$930
21 - 22 October	2	\$930
18 - 19 November	2	\$930

The Practical Trainer: Train The Trainer

	Days	Fees
1 - 4 March	3	\$1395
4 - 7 July	3	\$1395
17 - 20 October	3	\$1395
13 - 16 December	3	\$1395

COURSES

HUMAN RESOURCES COURSES**Negotiation Skills For Recruiters**

	Days	Fees
13 - 14 April	3	\$1395
24 - 25 March	3	\$1395
20 - 22 July	3	\$1395
16 - 18 August	3	\$1395
1 - 3 November	3	\$1395

Orientation Handbook: Getting Employees Off to a Good Start

	Days	Fees
8 - 9 February	2	\$930
16- 17 May	2	\$930
29 - 30 July	2	\$930
21 - 22 October	2	\$930
18 - 19 November	2	\$930

COURSES

HUMAN RESOURCES COURSES

Developing A Training Needs Analysis: Uncovering the hidden needs

	Days	Fees
28 - 29 March	2	\$930
10 - 11 June	2	\$930
26 - 27 September	2	\$930

Onboarding: The Essential Rules for a Successful Onboarding Program

	Days	Fees
28 - 29 March	2	\$930
10 - 11 June	2	\$930
26 - 27 September	2	\$930

Workplace Violence: How to Manage Anger and Violence in the Workplace

	Days	Fees
28 - 29 March	3	\$1395
10 - 11 June	3	\$1395
26 - 27 September	3	\$1395

COURSES

HUMAN RESOURCES COURSES

Employee Compensation and Benefits: The Ultimate Compensation and Benefits Blueprint

	Days	Fees
30 - 31 March	3	\$1395
16 - 17 June	3	\$1395
29 - 30 September	3	\$1395

Employee Dispute Resolution: Mediation through Peer Review

	Days	Fees
26 February	1	\$465
6 June	1	\$465
4 November	1	\$465

COURSES

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**Purchasing and Procurement Basics**

	Days	Fees
29 - 31 January	2	\$930
24 - 26 April	2	\$930
15 - 17 July	2	\$930
14 - 16 October	2	\$930

Logistics and Supply Chain Management

	Days	Fees
12 - 14 February	2	\$930
17 - 19 April	2	\$930
19 - 21 August	2	\$930
4 - 6 November	2	\$930

**Negotiation Skills for Procurement Professionals:
Achieving Win-Win Outcomes**

	Days	Fees
25 - 27 March	3	\$1395
10 - 12 July	3	\$1395
23 - 25 September	3	\$1395
18 - 20 December	3	\$1395

COURSES

EFFECTIVE ADMINISTRATION COURSES**Secretarial Skills for Office Professionals: From Ordinary to Outstanding**

	Days	Fees
18 - 19 March	2	\$930
27 - 28 June	2	\$930
15 - 16 August	2	\$930
28 - 29 October	2	\$930

Office Management and Administration Skills: The Keys to a Smooth-Running Office

	Days	Fees
5 - 8 February	4	\$1860
23 - 26 April	4	\$1860
26 - 29 August	4	\$1860
18 - 21 November	4	\$1860

Skills for the Administrative Assistant: Ace Your Admin Role

	Days	Fees
28 - 29 March	2	\$930
13 - 14 May	2	\$930
10 - 11 October	2	\$930
21 - 22 November	2	\$930

COURSES

EFFECTIVE ADMINISTRATION COURSES

**Skills for Successful Executive and Personal Assistants:
Become the Ultimate Right-Hand**

	Days	Fees
15 - 16 February	2	\$930
15 - 16 July	2	\$930
17 - 18 October	2	\$930

COURSES

WRITTEN SKILLS COURSES**Mastering Business Writing Skills: Techniques for Persuasive and Professional Writing**

	Days	Fees
22 - 23 February	2	\$930
15 - 16 April	2	\$930
4 - 5 July	2	\$930
17 - 18 October	2	\$930
14 - 15 November	2	\$930

Effective Proposal Writing Skills: Write to Win and Step Up Your Proposal Game

	Days	Fees
15 - 17 January	3	\$1395
14 - 16 February	3	\$1395
24 - 26 April	3	\$1395
26 - 28 August	3	\$1395
21 - 23 October	3	\$1395
11 - 13 December	3	\$1395

The Ultimate Report Writing Course: From Clumsy to Confident

	Days	Fees
18 - 19 March	2	\$930
13 - 14 May	2	\$930
11 - 12 July	2	\$930
13 December	2	\$930

COURSES

WRITTEN SKILLS COURSES**Advanced Business Writing for Professionals: Beyond the Basics**

	Days	Fees
22 - 23 April	2	\$930
15 - 16 July	2	\$930
25 - 26 November	2	\$930

Mastering Technical Business Writing Skills: Tech Talk

	Days	Fees
8 - 9 February	2	\$930
12 - 13 September	2	\$930

COURSES

FINANCE & ACCOUNTING COURSES

Financial Accounting and Reporting

	Days	Fees
11 - 15 March	5	\$3500
28 - 31 May	5	\$3500
1 June	5	\$3500
18 - 22 November	5	\$3500
9 - 13 December	5	\$3500

Corporate Governance: Principles, Policies and Best Practices

	Days	Fees
1 - 5 January	5	\$3500
11 - 15 March	5	\$3500
2 - 6 July	5	\$3500
14 - 18 October	5	\$3500
9 - 13 December	5	\$3500

UAE Corporate Tax

	Days	Fees
21 - 23 January	3	\$2300
24 - 26 April	3	\$2300
1 - 5 July	3	\$2300
16 - 18 October	3	\$2300
18 - 20 December	3	\$2300

COURSES

FINANCE & ACCOUNTING COURSES

Cyber Crimes

	Days	Fees
15 - 16 February	2	\$1800
3 - 4 July	2	\$1800
13 - 14 November	2	\$1800

Anti-Bribery & Corruption

	Days	Fees
20 - 22 February	3	\$2000
3 - 5 July	3	\$2000
13 - 15 November	3	\$2000

Accounting Skills For New Supervisors

	Days	Fees
4 - 5 March	2	\$930
5 - 6 July	2	\$930
21 - 22 October	2	\$930

Finance for Non-Finance Manager

	Days	Fees
22 - 24 January	3	\$1395
24 - 26 April	3	\$1395
4 - 5 July	3	\$1395
15 - 17 October	3	\$1395
18 - 20 December	3	\$1395

COURSES

FINANCE & ACCOUNTING COURSES

Governance, Risk and Compliance

	Days	Fees
15 - 19 January	5	\$3500
19 - 23 February	5	\$3500
3 - 7 June	5	\$3500
30 - 31 July	5	\$3500
5 - 7 August	5	\$3500
9 - 13 September	5	\$3500
1 - 5 October	5	\$3500
4 - 8 November	5	\$3500
23 - 27 December	5	\$3500

Accounts Payable: Accounting and Management Best Practices

	Days	Fees
19 - 21 February	3	\$2000
2 - 4 July	3	\$2000
12 - 14 November	3	\$2000

How to write an effective STR/SAR

	Days	Fees
13 - 15 February	3	\$2500
19 - 21 June	3	\$2500
18 - 20 September	3	\$2500
11 - 13 December	3	\$2500

COURSES

FINANCE & ACCOUNTING COURSES

Fraud Prevention

	Days	Fees
16 - 18 January	3	\$2200
13 - 15 May	3	\$2200
11 - 13 September	3	\$2200
4 - 6 November	3	\$2200

Sanctions Compliance

	Days	Fees
4 - 6 March	3	\$2200
14 - 16 May	3	\$2200
11 - 13 September	3	\$2200
25 - 27 December	3	\$2200

Money Laundering Investigations

	Days	Fees
21 - 23 February	3	\$2000
3 - 5 July	3	\$2000
13 - 15 November	3	\$2000

Effective Budgeting and Cost Control:For Managers in Today's Business World

	Days	Fees
11 - 12 March	2	\$930
27 - 28 June	2	\$930
15 - 16 August	2	\$930
13 - 14 November	2	\$930

COURSES

FINANCE & ACCOUNTING COURSES**UAE Corporate Tax**

	Days	Fees
16 - 18 January	3	\$2300
24 - 26 April	3	\$2300
16 - 18 October	3	\$2300
18 - 20 December	3	\$2300

Anti-Money Laundering In UAE

	Days	Fees
16 - 18 January	2	\$930
18 - 19 March	2	\$930
15 - 16 May	2	\$930
10 - 11 July	2	\$930

Financial Fundamentals for Non-Financial People: The ABCs of Finance

	Days	Fees
21 - 23 January	3	\$2300
17 - 19 April	3	\$2300
26 - 28 August	3	\$2300
15 - 17 October	3	\$2300
11 - 13 December	3	\$2300

Essential Accounting Skills for Managers: Accounting Skills for Business Success

	Days	Fees
20 - 21 February	2	\$930
13 - 14 May	2	\$930
3 - 4 July	2	\$930
21 - 22 October	2	\$930

COURSES

RENEWABLE ENERGY COURSES**Energy Transition and Innovation**

	Days	Fees
15 - 19 January	5	\$4750
10 - 14 June	5	\$4750
16 - 20 September	5	\$4750
9 - 13 December	5	\$4750

Renewable Energy and Sustainability

	Days	Fees
5 - 9 February	5	\$4250
2 - 6 September	5	\$4250
9 - 13 December	5	\$4250

Energy and Climate Change

	Days	Fees
8 - 12 January	5	\$4750
3 - 7 June	5	\$4750
16 - 20 September	5	\$4750

COURSES

RENEWABLE ENERGY COURSES**Renewable Energy Essentials**

	Days	Fees
1 May	1	\$1395
14 August	1	\$1395
21 October	1	\$1395
20 November	1	\$1395

Clean Energy Opportunities & Risk Analysis

	Days	Fees
4 - 8 March	5	\$4750
7 - 11 October	5	\$4750

Impact of Renewable Energy Sources

	Days	Fees
4 - 8 March	5	\$4750
7 - 11 October	5	\$4750

Sustainability and Energy Management

	Days	Fees
8 - 10 May	3	\$2150
13 - 15 November	3	\$2150

COURSES

OIL & GAS COURSES

Production Petroleum Engineering

	Days	Fees
12 - 16 February	5	\$4950
8 - 12 April	5	\$4950
10 - 14 June	5	\$4950
26 - 30 August	5	\$4950
23 - 27 December	5	\$4950

Functional Safety Process Hazard and Risk Analysis

	Days	Fees
15 - 17 January	3	\$2750
18 - 20 March	3	\$2750
10 - 12 June	3	\$2750
16 - 18 September	3	\$2750
4 - 6 November	3	\$2750

Reservoir Management and Monitoring

	Days	Fees
26 - 29 March	4	\$3500
2 - 5 April	4	\$3500
10 - 14 June	4	\$3500
5 - 8 November	4	\$3500

COURSES

OIL & GAS COURSES

Drilling and Workover Ops

	Days	Fees
20 - 23 February	4	\$3500
22 - 25 April	4	\$3500
24 - 27 June	4	\$3500
23 - 26 September	4	\$3500
25 - 28 November	4	\$3500

Process Safety Management

	Days	Fees
22 - 23 January	4	\$3500
19 - 22 March	4	\$3500
9 - 10 May	4	\$3500
24 - 27 September	4	\$3500
3 - 6 December	4	\$3500

CCPS Risk-Based Process Safety (RBPS)

	Days	Fees
11 - 15 March	5	\$4950
8 - 12 April	5	\$4950
12 - 16 August	5	\$4950
16 - 20 December	5	\$4950

COURSES

OIL & GAS COURSES

Auditing in the Oil & Gas Industry

	Days	Fees
16 February	4	\$3500
4 - 8 March	4	\$3500
19 - 22 August	4	\$3500
21 - 24 October	4	\$3500

Flares and Relief Systems: Efficient Design, Safe Operation & Maintenance

	Days	Fees
22 - 26 January	5	\$4950
11 - 15 March	5	\$4950
25 - 28 June	5	\$4950
1 July	5	\$4950
7 - 11 October	5	\$4950

Reservoir Simulation Fundamentals for Non-Specialists

	Days	Fees
25 February	5	\$4950
14 - 18 March	5	\$4950
21 - 25 November	5	\$4950

COURSES

OIL & GAS COURSES

Petroleum Engineering for Non-Specialists

	Days	Fees
19 - 23 February	5	\$4950
24 - 28 June	5	\$4950
9 - 13 September	5	\$4950
9 - 13 December	5	\$4950

Oil Movement, Storage and Troubleshooting

	Days	Fees
22 - 26 January	5	\$4950
13 - 17 May	5	\$4950
23 - 27 September	5	\$4950
7 - 11 October	5	\$4950
2 - 6 December	5	\$4950

Oil & Gas Operational Safety

	Days	Fees
20 - 24 May	5	\$4950
31 October	5	\$4950
11 - 14 November	5	\$4950

Introduction to the Oil & Gas Industry

	Days	Fees
27- 31 May	5	\$4950
21 - 25 October	5	\$4950

COURSES

OIL & GAS COURSES

Process Plant Start-up and Commissioning

	Days	Fees
27 - 31 May	5	\$4950
14 - 18 October	5	\$4950
11 - 15 November	5	\$4950

Process Troubleshooting and Problem Solving

	Days	Fees
18 - 22 March	5	\$4950
10 - 14 June	5	\$4950
2 - 6 December	5	\$4950

Petroleum Economics, Risk, and Decision Analysis

	Days	Fees
19 - 23 February	5	\$4950
15 - 19 April	5	\$4950
16 - 20 September	5	\$4950

Advanced Process Risk Assessment & Risk Management

	Days	Fees
7 - 11 March	5	\$4950
7 - 11 November	5	\$4950

COURSES

OIL & GAS COURSES

SIMOPS: Simultaneous Operations System for the Oil & Gas Industry

	Days	Fees
30 - 31 May	5	\$4950
3 - 5 June	5	\$4950
14 - 18 October	5	\$4950

Technical Report Writing in the Maritime & Offshore Industry

	Days	Fees
22 - 26 April	5	\$4950
5 - 9 August	5	\$4950
11 - 15 November	5	\$4950

Techlog Formation Evaluation

	Days	Fees
8 - 12 April	5	\$4950
15 - 19 April	5	\$4950
16 - 20 September	5	\$4950

Gas Processing

	Days	Fees
21 - 25 March	5	\$4950
26 - 30 September	5	\$4950

COURSES

OIL & GAS COURSES

Process Engineering for Non-process Engineering Professionals

	Days	Fees
8 - 12 April	5	\$4950
24 - 28 June	5	\$4950
11 - 15 November	5	\$4950

Oil & Gas Technical Competence for Non-Technical Professionals

	Days	Fees
21 - 25 March	5	\$4950
19 - 23 September	5	\$4950

Process Plant Start-up, Commissioning and Troubleshooting

	Days	Fees
6 - 17 May	10	\$9500
11 - 22 November	10	\$9500

Integrated Reservoir Analysis: Concepts, Methodology & Importance

	Days	Fees
20 - 24 May	5	\$4950
23 - 27 December	5	\$4950

COURSES

MANAGEMENT SYSTEMS CERTIFIED COURSES**Internal Auditor Course on ISO 9001:2015 - CERTIFIED**

	Days	Fees
29 - 31 January	3	\$2600
24 - 26 April	3	\$2600
15 - 17 July	3	\$2600
14 - 16 October	3	\$2600

IMS Internal Auditors Course on QHSE - CERTIFIED

	Days	Fees
12 - 14 February	3	\$2600
17 - 19 April	3	\$2600
19 - 21 August	3	\$2600
4 - 6 November	3	\$2600

ISO 31000 - Risk Management - CERTIFIED

	Days	Fees
25 - 27 March	3	\$2600
10 - 12 July	3	\$2600
23 - 25 September	3	\$2600
18 - 20 December	3	\$2600

COURSES

MANAGEMENT SYSTEMS CERTIFIED COURSES**ISO 9001:2015 Awareness Course - CERTIFIED**

	Days	Fees
14 - 15 February	2	\$2000
9 - 10 May	2	\$2000
29 - 30 August	2	\$2000
7 - 8 November	2	\$2000

ISO 14001:2015 Awareness Course - CERTIFIED

	Days	Fees
7 - 8 March	2	\$2000
26 - 27 September	2	\$2000
16 - 17 December	2	\$2000