



Advanced Studies and Training Centre

SOFT SKILLS TRAINING SCHEDULE - 2018

SALES AND MARKETING | CUSTOMER SERVICE

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Business Networking & Communicating with stake holders	Aug 29-30 Dec 12-13	2 DAYS	Dubai
2	Face to Face and Retail Sales Techniques	Sept 02-05	4 DAYS	Dubai
3	Strategic Market Analysis	Sep 04-06	3 DAYS	Dubai
4	Selling Treasury Products to Corporate & Institutional Clients	Sep 06 Dec 13	1 DAY	Dubai
5	Selling to Private/High Net Worth Clients	Sep 06 Dec 13	1 DAY	Dubai
6	Acquiring Sales & Business Opportunities	Sep 19-20	2 DAYS	Dubai
7	How to Grow your Business	Sep 25-27	3 DAYS	Dubai
8	Analyzing Customers Needs and Meeting Customer Expectations	Oct 02-04	3 DAYS	Dubai
9	Improving Your Sales Skills	Oct 02-04	3 DAYS	Dubai
10	Relationship Management & Selling Skills	Oct 09-11	3 DAYS	Dubai
11	Social Media Marketing-SMM	Oct 09-11	3 DAYS	Dubai
12	Digital Marketing Leadership	Oct 09-11	3 DAYS	Dubai
13	The Successful Salesperson	Oct 14-16	3 DAYS	Dubai
14	Customer Service Excellence	Oct 16-18	3 DAYS	Dubai
15	***Successful Telephone Sales & Productive Customer Service	Nov 11-13	3 DAYS	Dubai
16	Strategic Marketing Workshop	Nov 11-13	3 DAYS	Dubai
17	Effective Tele Sales- Mastering the Art of Telesales	Nov 27-29	3 DAYS	Dubai
18	Advanced Selling Technique For Difficult Product Services	Dec 09-11	3 DAYS	Dubai
19	International Marketing and Globalization	Dec 11-13	3 DAYS	Dubai

MANAGEMENT AND LEADERSHIP TRAINING

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	What makes you a Good Manager?	Sep 05-07	3 DAYS	Dubai
2	Structured Thinking and Decision Making	Sept 09-13 Dec 09-13	5 DAYS	Dubai
3	Team Leadership Qualities	Sep 18- 20	3 DAYS	Dubai
4	Change Management	Sep 25-27	3 DAYS	Dubai
5	Fundamentals of Supervision	Oct 02-04	3 DAYS	Dubai
6	Time and Stress Management	Oct 08-10	3 DAYS	Dubai
7	The Balanced Scorecard	Oct 08-09	2 DAYS	Dubai

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
8	Managing People	Oct 09-11	3 DAYS	Dubai
9	Advance Leadership Skills for Executives	Oct 14-18	5 DAYS	Dubai
10	Effective Leadership and Team Management	Oct 21-25	5 DAYS	Dubai
11	Project Management Professional	Oct 21-25	5 DAYS	Dubai
12	Facility Planning & Management	Oct 22-24	3 DAYS	Dubai
13	Productivity and Time Management	Oct 28-30	3 DAYS	Dubai
14	Personal Development for Executive Secretaries	Oct 29-Nov 02	5 DAYS	Dubai
15	Advanced Decision Making Skills	Nov 04-08	5 DAYS	Dubai
16	Team Leadership Qualities & Fundamentals of Supervision	Nov 18-22	5 DAYS	Dubai
17	Managing People & What makes you a Good Manager?	Dec 23-27	5 DAYS	Dubai

SKILLS AND DEVELOPMENT TRAINING

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Public Speaking and Presentations Skills	Au 28-30	3 DAYS	Dubai
2	Emotional Intelligence	Sep 18-20	3 DAYS	Dubai
3	Advanced Excel	Oct 09-10	2 DAYS	Dubai
4	Business Communication	Oct 09-11	3 DAYS	Dubai
5	Basic Excel	Oct 10-11	2 DAYS	Dubai
6	Business Intelligence: Data Analysis & Reporting Techniques	Oct 15-17	3 DAYS	Dubai
7	Advanced Presentation & Power Point Techniques	Oct 22-23	2 DAYS	Dubai
8	*Effective Branch Management	Nov 13-15	3 DAYS	Dubai
9	The Aggressive or Assertive Executive	Nov 06-08	3 DAYS	Dubai
10	Strategic Administration and Office Management Skills	Nov 06-07	3 DAYS	Dubai
12	Coping with Pressure, Change and Setbacks	Nov 13-15	3 DAYS	Dubai
13	Building your Meeting Skills	Dec 04-06	3 DAYS	Dubai

HUMAN RESOURCE AND TRAINING

NO	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Train the Trainer	Aug 05-07 Nov 13-15	3 DAYS	Dubai
2	Interviewing Skills	Aug 22-24 Dec 11-13	3 DAYS	Dubai
3	Employee Incentive Schemes	Aug 28-30	3 DAYS	Dubai
4	Advanced Coaching Skills	Sep 11-13	3 DAYS	Dubai
5	Coaching and Counseling	Sep 18-20	3 DAYS	Dubai
6	Training Needs Analysis	Nov 13-15	3 DAYS	Dubai
7	Conducting Performance Appraisals	Dec 11-13	3 DAYS	Dubai