



Advanced Studies and Training Centre

SOFT SKILLS TRAINING SCHEDULE - 2018

SALES AND MARKETING | CUSTOMER SERVICE

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Selling to Private/High Net Worth Clients	Mar 29 Sep 06 Dec 13	1 DAY	Dubai
2	Social Media Marketing-SMM	Apr 03-05 Oct 09-11	3 DAYS	Dubai
3	Acquiring Sales & Business Opportunities	Apr 04-05 Sep 19-20	2 DAYS	Dubai
4	Business Networking & Communicating with stake holders	Apr 11-12 Aug 29-30 Dec 12-13	2 DAYS	Dubai
5	Analyzing Customers Needs and Meeting Customer Expectations	Apr 17-19 Oct 02-04	3 DAYS	Dubai
6	How to Grow your Business	Apr 24 -26 Sep 25-27	3 DAYS	Dubai
7	Digital Marketing Leadership	Jul 17-19 Oct 09-11	3 DAYS	Dubai
8	Improving Your Sales Skills	Jul 03 -05 Oct 02-04	3 DAYS	Dubai
9	Advanced Selling Technique For Difficult Product Services	Jul 08-10 Dec 09-11	3 DAYS	Dubai
10	Customer Service Excellence	July 10-12 Oct 16-18	3 DAYS	Dubai
11	***Successful Telephone Sales & Productive Customer Service	July 15-17 Nov 11-13	3 DAYS	Dubai
12	Advanced Negotiation Skills	Jul 18-19	2 DAYS	Dubai
13	Effective Tele Sales- Mastering the Art of Telesales	Jul 24-26 Nov 27-29	3 DAYS	Dubai
14	International Marketing and Globalization	Jul 24-26 Dec 11-13	3 DAYS	Dubai
15	Strategic Marketing Workshop	Aug 26-28 Nov 11-13	3 DAYS	Dubai
16	Face to Face and Retail Sales Techniques	Sept 02-05	4 DAYS	Dubai
17	Strategic Market Analysis	Sep 04-06	3 DAYS	Dubai
18	Selling Treasury Products to Corporate & Institutional Clients	Sep 06 Dec 13	1 DAY	Dubai
19	The Successful Salesperson	Oct 14-16	3 DAYS	Dubai
20	Relationship Management & Selling Skills	Oct 09-11	3 DAYS	Dubai

MANAGEMENT AND LEADERSHIP TRAINING

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Team Leadership Qualities	Sep 18- 20	3 DAYS	Dubai
2	Advance Leadership Skills for Executives	Oct 15-19	5 DAYS	Dubai
3	Effective Leadership and Team Management	Oct 22-26	5 DAYS	Dubai
4	Managing People	Oct 10-12	3 DAYS	Dubai

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
5	Time and Stress Management	Apl 04-06 Oct 08-10	3 DAYS	Dubai
6	Fundamentals of Supervision	Apl 11-13 Oct 03-05	3 DAYS	Dubai
7	The Balanced Scorecard	Apl 16-17 Oct 08-09	2 DAYS	Dubai
8	Project Management Professional	Apl 16-20 Oct 22-26	5 DAYS	Dubai
9	Change Management	Apl 20-22 Sep 26-28	3 DAYS	Dubai
10	Team Leadership Qualities & Fundamentals of Supervision	May 07-11 Nov 19-23	5 DAYS	Dubai
11	Facility Planning & Management	May 07-09 22-24	3 DAYS	Dubai
12	Productivity and Time Management	May 09-10 Oct	3 DAYS	Dubai
13	Personal Development for Executive Secretaries	May 21-25 Oct 29-Nov 02	5 DAYS	Dubai
14	Developing Management Skills	May 23-25	3 DAYS	Dubai
15	Advanced Decision Making Skills	May 28-Jun 01 Nov 05-09	5 DAYS	Dubai
16	Structured Thinking and Decision Making	Sept 10-14 Dec 10-14	5 DAYS	Dubai
17	What makes you a Good Manager?	Sep 05-07	3 DAYS	Dubai
18	Managing People & What makes you a Good Manager?	Dec 24-28	5 DAYS	Dubai

SKILLS AND DEVELOPMENT TRAINING

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Strategic Administration and Office Management Skills	Apl 04-06 Nov 07-09	3 DAYS	Dubai
2	Advanced Excel	Apl 09-10 Oct 09-10	2 DAYS	Dubai
3	Basic Excel	Apl 11-12 Oct 11-12	2 DAYS	Dubai
4	Advanced Presentation & Power Point Techniques	Apl 16-17 Oct 22-23	2 DAYS	Dubai
5	*Effective Branch Management	May 16- 17 Nov 14-16	3 DAYS	Dubai
6	Business Intelligence: Data Analysis & Reporting Techniques	May 21-23 Oct 15-17	3 DAYS	Dubai
7	Building your Meeting Skills	Jul 17-19 Dec 05-07	3 DAYS	Dubai
8	Public Speaking and Presentations Skills	Aug 22-24	3 DAYS	Dubai
9	Emotional Intelligence	Sep 12-14	3 DAYS	Dubai
10	Business Communication	Oct 10-12	3 DAYS	Dubai
11	The Aggressive or Assertive Executive	Nov 07-09	3 DAYS	Dubai
12	Coping with Pressure, Change and Setbacks	Nov 14-16	3 DAYS	Dubai

HUMAN RESOURCE AND TRAINING

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	Training Needs Analysis	Nov 14-16	3 DAYS	Dubai
2	Employee Incentive Schemes	Aug 28-30	3 DAYS	Dubai
3	Conducting Performance Appraisals	Apl 04-06 Dec 12-14	3 DAYS	Dubai
4	Train the Trainer	Apl 24-27 Aug 01-03 Nov 14 -14	3 DAYS	Dubai
5	Interviewing Skills	Aug 22-24 Dec 12-14	3 DAYS	Dubai
6	Coaching and Counseling	Sep 18-20	3 DAYS	Dubai

Training Program in Other Countries

SALES AND MARKETING | CUSTOMER SERVICE

NO.	TITLE	TRAINING DATE _S	DURATION	LOCATION
1	International Marketing and Globalization	Apl 18- 20	3 DAYS	Amsterdam
2	Tele Sales and Selling Skills Development	May 22-25	4 DAYS	Amsterdam
3	Relationship Management & Selling Skills	May 30-Jun01	3 DAYS	Amsterdam
4	Strategic Market Analysis	Jul 18-20	3 DAYS	Malaysia
5	The Successful Salesperson	Jul 25-27	3 DAYS	Malaysia
6	Face to Face and Retail Sales Techniques	Jul 30-Aug 02	4 DAYS	Malaysia
7	Advanced Negotiation Skills	Nov 12-14	3 DAYS	Kuala Lumpur

MANAGEMENT AND LEADERSHIP TRAINING

8	Structured Thinking and Decision Making	Apl 02-06	5 DAYS	London
9	Managing People & What makes you a Good Manager?	Jun 18-22	5 DAYS	London
10	Effective Leadership and Team Management	Jul 02-06	5 DAYS	London
11	Team Leadership Qualities & Fundamentals of Supervision	Jul 09-13	5 DAYS	London
12	Developing Management Skills	Sep 25-28	3 DAYS	Istanbul
13	What makes you a Good Manager?	Sep 26-28	3 DAYS	Istanbul

HUMAN RESORSE TRAINING

14	Interviewing Skills	Apl 25-27	3 DAYS	Kuala Lumpur
15	Coaching and Counseling	May 16-18	3 DAYS	Kuala Lumpur
16	Training Needs Analysis	Jun 20-22	3 DAYS	Kuala Lumpur
17	Conducting Performance Appraisals	Jun 04-06	3 DAYS	Kuala Lumpur