



# Advanced Studies and Training Centre

## SOFT SKILLS TRAINING SCHEDULE - 2019

### 01 Management and Leadership

No.	Course Title	Duration	Training Dates	Location
1	Advance Leadership Skills for Executives	5-Days	Feb 24-28   Oct 13-17	Dubai
2	Team Leadership Qualities	3-Days	Feb 19-21   Sep 17- 19	Dubai
3	Building a positive, motivated and empowered team	2-Days	Mar 03-04   Aug 21-22	Dubai
4	Business Communication and Team Work	3-Days	Mar 20-22   Aug 25-27	Dubai
5	Effective Leadership and Change Management	2-Days	Mar 24-25   Oct 22-23	Dubai
6	Effective Leadership and Team Management	5-Days	Mar 24-28   Oct 22-26	Dubai
7	First Time Manager- Boost Performance	1-Day	Apr 14   Sep 22	Dubai
8	Art of Delegation- Game Change	2-Days	Apr14-15   Sep 04-05	Dubai
9	Absolute Tolerance Through Emotional Intelligence- EQ	3-Days	Apr 21-23   Nov 06-08	Dubai
10	Innovative Manager – Innovative Management Skills	2-Days	Apr 22-23   Nov 12-13	Dubai
11	Time Management and Avoid Procrastination- Effective Planning and Organizing Skills	2-Days	Apr 04-05   Oct 08-09	Dubai
12	Driving innovation and creating an innovative environment	2-Days	Apr 08-09   Sep 09-10	Dubai
13	Critical Thinking and Problem Solving	3-Days	Apr 09-11   Nov 19-21	Dubai
14	Effective Time and Stress Management- Enhance Productivity	2-Days	Apr 14-15   Nov 17-18	Dubai
15	Creative Techniques and Tools For Success	3-Days	Apr 16-18   Nov 19-21	Dubai
16	Working Smart using Mind Mapping- Mid Mapping and Memory Techniques	3-Days	Apr 16-18   Nov 24-26	Dubai
17	Brainstorm and generate Innovative ideas	2-Days	Apr 14-15   Sep 25-26	Dubai
18	Leadership and Management Skills for Supervisors	2-Days	Apr 21-22   Nov 26-27	Dubai

No.	Course Title	Duration	Training Dates	Location
19	Analytical thinking and making Effective Management decisions	3-Days	Apr 21-23   Sep 16-18	Dubai
20	Project Management Professional	3-Days	Apr 21-23   Oct 27-29	Dubai
21	KPI, Balance Scorecard & Performance Excellence	2-Days	Apr 17-18   Oct 09-10	Dubai
22	Key Performance Indicators- Development and Application	2-Days	Apr 21-22 Oct 13-14	Dubai
23	Balanced Scorecard- Performance Excellence	2-Days	Apr 17-18   Oct 09-10	Dubai
24	Stress, Aggression and Conflict Management	2-Days	Apr 23-24  Oct 13-14	Dubai
25	Creativity as a way to change- Develop Creative and Innovative Mindset	2-Days	May 05-06   Oct 06-07	Dubai
26	Role of Management Information System in Decision Making	2-Days	May 08-09   Aug 14-15	Dubai
27	Leading Change Management	3-Days	May 06-08  Oct 07-09	Dubai
28	Creative leadership and Strategic Change Management	3-Days	May 07-09  Oct 08-10	Dubai
29	Positive Leadership and Productive Work Environment- Positive Mindset	2-Days	May 12-13   Oct 13-14	Dubai
30	Advanced Decision Making Skills- An Executive Guide	2-Days	May 12-13   Aug 21-22	Dubai
31	Problem Solving and Effective Decision Making Skills	2-Days	May 19-20   Aug 21-22	Dubai
32	Develop highly Performance Team and Enhance Teamwork	3-Days	July 23-25   Dec 24-26	Dubai
33	Developing Effective Management Skills	2-Days	July 23-24   Dec 24-25	Dubai
34	Structured Thinking and Decision Making	3-Days	Sept 15-17   Dec 22-24	Dubai
35	Managing People Successfully	2-Days	Aug 07-08   Dec 11-12	Dubai
36	Effective Management in Multi-National Cross Cultural Organization	2-Days	Aug 18-19   Dec 17-18	Dubai
37	Strategic Thinking and Leadership	4-Days	Aug 20-23   Dec 22-25	Dubai
38	Neuro-Linguistic Programming- NLP	2-Days	Sep 11-12	Dubai
39	Emotional Intelligence - Strategies for Success	2-Days	Sep 15-16	Dubai
40	Build Team Spirits and Enhance Teamwork	1-Day	Nov14	Dubai



## 02 Planning and Strategy Management


No.	Course Title	Duration	Training Dates	Location
1	Strategies for Organizational Excellence	2-Days	Mar 03-04   Aug 26-27	Dubai
2	Shaping the Future Foresight: Tools for Shaping Strategies	3-Days	Mar 10-12   Nov 03-05	Dubai
3	Develop Effective Policies and Procedures	2-Days	Mar 17-18   Oct 06-07	Dubai
4	Prepare Effective Business Plan - Strategic & Operational Level	2-Days	Mar 17-18   Oct 13-14	Dubai
5	Quality and Efficiency in Planning and Organizing	2-Days	Mar 24-25   Aug 18-19	Dubai
6	Strategic Thinking and Effective Planning	3-Days	Mar 24-26   Aug 25-27	Dubai
7	Use of Smart Applications in Planning and Strategy development	2-Days	Apr 07-08   Aug 18-19	Dubai
8	The Role of Management Information System in Decision Making	2-Days	Apr 08-09   Sep 09-10	Dubai
9	Modern Applications- Enhance Performance, results and Planning	3-Days	Apr 14-16   Sep 22-24	Dubai
10	Smart Application Workshop to enhance Performance and productivity	3-Days	Apr 21-23   Sep 16-18	Dubai
11	Balanced Scorecard- Strategic Planning Tool	2-Days	May 12-13   Oct 21-22	Dubai
12	Smart Financial Planning	3-Days	Jul 21-23   Oct 20-22	Dubai
13	Strategic Planning	3- Days	July 14-16   Oct 13-15	Dubai
14	Competitive Strategy- Creating and sustaining competitive advantage	3-Days	Sep 15-17	Dubai



## 03 Human Resource and Trainings

No.	Course Title	Duration	Training Dates	Location
1	Fundamentals of Human Resources Management	2-Days	Apr 09-10   Sep 03-04	Dubai
2	Effective Strategies for Impactful Training- Modernized Training Methodology	3-Days	Apr 14-16   Sep 08-10	Dubai
3	Develop Effective Policies and Procedures	2-Days	Apr 16-17   Dec 17-18	Dubai
4	Compensation and Benefits Management	4-Days	Apr 15-18   Sep 16-19	Dubai
5	Advanced Effective Coaching and Counseling Skills	3-Days	Apr 21-23   Sep 15-17	Dubai
6	Train the Trainer (TTT)	3-Days	Apr 23-25   Aug 25-27   Dec 24-26	Dubai
7	Training Needs Analysis(TNA)	3-Days	Apr 23-25   Sep 24-26	Dubai
8	Advanced Interview Skills	1-Day	May 05   Oct 06	Dubai
9	Conducting Performance Appraisal	3-Days	May 06-08   Oct 07-09	Dubai
10	Absolute Tolerance through Emotional Intelligence- EQ	3-Days	May 14-16   Aug 06-08   Dec 17-19	Dubai
11	Balanced Scorecard- Strategic Planning Tool	2-Days	May 19-20   Oct 20-21	Dubai
12	KPI, Balanced Scorecard and Performance Excellence- Development and Application	2-Days	May 21-22   Oct 22-23	Dubai
13	Project Management Professional Training- PMP	2-Days	May 21-22   Nov 12-13	Dubai
14	HR Business Partner	2-Days	Jun 12-13   Sep 11-12	Dubai
15	Critical Thinking and Creative Problem Solving Techniques	3-Days	Jun 11-13   Nov 05-07	Dubai
16	Staff Development and Effective Policy Program	2-Days	<b>Jun 18-19   Dec 17-18</b>	Dubai
17	Excellence in Knowledge Management	2-Days	Jun 23-24 Sep 04-05	Dubai
18	Employee Positivity- A Human Resource Perspective	2-Days	Jul 02-03   Nov 05-06	Dubai
19	Successful Methods of Performance Monitoring, Evaluation and Positive Feedback	2-Days	Jul 02-03   Nov 05-06	Dubai
20	Effective Methods of Rewards and Motivation	2-Days	Jul 09-10   Nov 12-13	Dubai

No.	Course Title	Duration	Training Dates	Location
21	Ethics and Compliance Essentials	2-Days	Jul 23-24   Nov 26-27	Dubai
22	Conquering Difficult Conversations: Managing Conflict	2-Days	Jul 16-17   Dec 10-11	Dubai
23	Build Positive Relationships: Intra & Interpersonal Journey	2-Days	Aug 27-28	Dubai
24	Employee Positivity from a Human Resource Perspective	2-Days	Sep 10-11	Dubai
25	Institutional Loyalty and Motivation	2-Days	Aug 27-28	Dubai
26	Rediscovering Conflict- Build Relationships	2-Days	Jun 11-12   Nov 05-06	Dubai
27	Methods for empowering front-line staff and Effective Delegation	2-Days	Jul 10-11   Nov 13-14	Dubai
28	Design and develop organizational structures	2-Days	Jul 16-17   Nov 26-27	Dubai

 <b>04 Transformational Programs</b>				
No.	Course Title	Duration	Training Dates	Location
1	Future accelerators- Strategies for Success	2-Days	Feb 20-21   Sep 17- 18	Dubai
2	Advanced Innovation through Design Thinking	3-Days	Feb 24-26   Oct 15-17	Dubai
3	Positive Energy and Cultivate Happiness Culture	2-Days	Feb 24-25   Nov 19-20	Dubai
4	Absolute Tolerance Through Emotional Intelligence	3-Days	Mar 24-26   Oct 22-24	Dubai
5	Employee Happiness	2-Days	Apr 04-05   Oct 08-09	Dubai
6	Enhance Positivity at Workplace and in Social Life	2-Days	Apr 10-11   Oct 16-17	Dubai
7	Principles of Institutional Ethics	2-Days	Apr 16-17   Oct 10-11	Dubai
8	Creativity and Innovation- Art of generating creative ideas	2-Days	Apr 22-23   Oct 26-27	Dubai
9	Self-Management Psychology	1-Day	Apr 24   Sep 25	Dubai
10	Smart Application Workshop to enhance Performance and productivity	3-Days	May 14-16   Sep 24-26	Dubai
11	International Business Etiquettes and Protocols	2-Days	May 25-27   Nov 18-20	Dubai
12	Strategies for Happiness- Proven Strategies for Becoming Happier & More Successful at Work	1-Day	May 29   Dec 11	Dubai
13	Work-Life Balance: Achieve Productivity and Quality at workplace and in Life	1- Day	Jun 18   Dec 17	Dubai

No.	Course Title	Duration	Training Dates	Location
14	Critical Thinking, Innovation and Creativity	2-Days	July 22-23   Nov 25-26	Dubai
15	Critical Thinking skills	1-Day	July 24   Dec 24	Dubai
16	Positive Thinking Skills	1-Day	Aug 22   Dec 10	Dubai
17	Transforming Your Culture- Leadership Guide to Enhance Productivity and Performance	2-Days	Aug 21-22	Dubai
18	Self-Confidence- Lead with Excellence Mindset	1-Day	Sep 10	Dubai
19	Transforming Your Team- Create High Performance Team	2-days	Sept 17-18   Dec 21-22	Dubai
20	Rediscovering Conflict- Build Relationships	2-Days	Sep 17-18	Dubai
21	4th Generation for Organizational Excellence	3-Days	Nov 12-14	Dubai
22	7-Stars Emirates Government Services Development Program	3-Days	Nov 26-28	Dubai

## 05 Accounting, Finance and Treasury Programs

No.	Course Title	Duration	Training Dates	Location
1	Fundamentals of Treasury and cash Management	2-Days	Feb 20-21   Aug 26-27	Dubai
2	Advanced Treasury and Cash Management	3-Days	Feb 24-26   Aug 20-22	Dubai
3	Cost Analysis to support Strategic Decisions	2-Days	Feb 27-28   Aug 21-22	Dubai
4	Budgeting and Forecasting- Envision the Future	3-Days	Mar17-19   Oct 01-03	Dubai
5	Accounting for Non-Accountants	2-Days	Mar 20-21   Aug 26-27	Dubai
6	Finance for Non-Finance Professional	2-Days	Mar 25-26   Sep 09-10	Dubai
7	Financial Statement Analysis	2-Days	Mar 24-25   Aug 04-05	Dubai
8	Risk Assessment, Risk Analysis and Risk Management	2-Days	Apr 10-11   Oct 16-17	Dubai
9	Advanced Financial Statement Analysis	2-Days	Apr 10-11   Dec 10-11	Dubai
10	Managing the cash cycle- receivables to payables	3-Days	Apr 14-16   Sep 08-10	Dubai

No.	Course Title	Duration	Training Dates	Location
11	Financial Audit- International standard of Auditing Guide (ISA)	2-Days	Apr 16-17   Sep 10-11	Dubai
12	Advanced Financial Audit	2-Days	May 14-15   Aug 06-07	Dubai
13	Internal Auditing- Fundamental Level	1- Day	May 20   Oct 22	Dubai
14	Strategic and Financial Planning	3-Days	May 20-22   Oct 21-24	Dubai
15	Business Continuity Management and Scenario Planning	2-Days	May 22-23   Sep11-12	Dubai
16	Corporate Governance- Best Practices	3-Days	Jun 11-13   Sep 14-16	Dubai
17	Advanced Risk Assessment and Risk Management	2-Days	Jun 12-13   Nov 06-07	Dubai
18	The Effective Accountant- <b>Certificate</b> in Professional Accounting	3-Days	Jun 18-20   Dec 17-19	Dubai
19	The Effective Finance Officer- An Essential Guide	2-days	Jun 23-24   Sep 04-05	Dubai
20	GCC VAT- Value Added Tax	2-Days	Jul 03-04   Nov 06-07	Dubai
21	General VAT Awareness	1-Day	Jul 02   Nov 05	Dubai
22	Advanced Excel- For Finance professionals and Accountants	2-Days	Jul 09-10   Nov 11-13	Dubai
23	Business Reports and Dashboards Using Excel	2-days	Jul 14-15   Nov 06-07	Dubai
24	International Financial Reporting Standards- <b>IFRS</b> Essential Guide	4-Days	Jul 21-24   Oct 20-23	Dubai
25	Negotiation Skills for Treasury and Finance Professionals	2-Days	July 14-15   Oct14-15	Dubai
26	Treasury Risk Management- TRM	3-Days	Jul 21-23	Dubai
27	Asset Liability Management- ALM	3-Days	Sep 15-17	Dubai
28	Overview of Treasury System- Essential Guide	3-Days	Oct 06-08	Dubai
29	Smart Financial Planning	3-Days	Oct 13-15	Dubai
30	Forgery and Counterfeiting Method	3-Days	Nov 19-21	Dubai
31	Strategic Planning: Balanced Scorecard	2-Days	Nov 24-25	Dubai

## 06 Sales, Marketing and Customer Services

No.	Course Title	Duration	Training Dates	Location
1	Analyzing Customers' Needs and Meeting Customer Expectations	3-Days	Jan 29-31   Oct 08-10	Dubai
2	Social Media Marketing-SMM	2-Days	Feb 05-06   Oct 08-10	Dubai
3	Certificate in Business Development	2-Days	Feb 10-11   Aug 21-22	Dubai
4	Certificate in Digital Marketing	4-Days	Feb 17-20   Sep 15-18	Dubai
5	Effective Tele Sales- Mastering the Art of Telesales	3-Days	Mar 12-14   Nov 26-28	Dubai
6	Smart Calling Techniques	1-Day	Mar 17   Sep 15	Dubai
7	The Art of Closing Deals Successfully- Intermediate level	2-Days	Mar 21-22   Oct 15-16	Dubai
8	Successful Negotiation & Communication Techniques	2-Days	Mar 27-28   Oct 30-31	Dubai
9	Certificate in Social Media Marketing	3-Days	Apr 9-11   Nov 19-21	Dubai
10	Strategic Account Management	2-Days	Apr 14-15   Nov 17-18	Dubai
11	Advanced Negotiation Skills	2-Days	Apr 17-18   Nov 20-21	Dubai
12	Strategic Sales Manager- Expert level	2-Days	Apr 17-18   Nov 24-25	Dubai
13	High Impact Sales Strategy- Mastering the Selling process	2- Days	Apr 21-22   Nov 26-27	Dubai
14	Advanced Selling Technique for Difficult Product Services	3-Days	Jul 08-10   Dec 09-11	Dubai
15	Customer Service Excellence- Advanced	3-Days	July 09-11   Oct 15-17	Dubai
16	Successful Telephone Sales & Productive Customer Service	3-Days	July 15-17   Nov 12-14	Dubai
17	Digital Marketing Leadership	3-Days	Jul 16-18   Oct 08-10	Dubai
18	International Marketing and Globalization	3-Days	Jul 23-25   Dec 22-24	Dubai
19	Strategic Marketing Workshop- Planning to Tactical Execution	3-days	Aug 26-28   Nov 11-13	Dubai
20	Selling Treasury Products to Corporate & Institutional Clients	1-Day	Aug 08   Dec 15	Dubai
21	Face to Face and Retail Sales Techniques	2-Days	Aug 18-19   Dec 08-09	Dubai



No.	Course Title	Duration	Training Dates	Location
22	Relationship Management & Selling Skills	3-Days	Aug 20-22   Dec 10-12	Dubai
23	Strategic Market Analysis- Analyst guide	3-days	Aug 25-27   Dec 22-24	Dubai
24	B2B insight Selling	2-Days	Sep 04-05	Dubai
25	Advanced Marketing Management: Enhancing Digital Capabilities	3-Days	Sep 03-05   Dec 10-12	Dubai
26	Business and Consumer Marketing Strategy	3-Days	Sept 16-18	Dubai
27	The Customer-Focused Organization: Leading Transformation	2-Days	Oct 09-10	Dubai
28	Event Management Essentials- conferences and Exhibitions	3-Days	Nov 05-07	Dubai
29	Product manager- Expertise into Action	3-Days	Nov 12-14	Dubai
30	Brand Management -	3-Days	Nov 26-28	Dubai



## 07 Skills and Development Programs

No.	Course Title	Duration	Training Dates	Location
1	Soft Skills for Hard Situations	3-Days	Mar 10-12   Sep 10-12	Dubai
2	Public Speaking and Presentations Skills	2-Days	Mar 17-18   Sep 17-19	Dubai
3	Advanced Presentation & Power Point Technique	2-Days	Apr 17 -18   Oct 16-17	Dubai
4	Building your Meeting Skills	1-Day	Apr 19   Sep 12	Dubai
5	Effective Business Communication Skills	2-Days	Apr 21-22   Nov 15-16	Dubai
6	Advanced MS Excel	2-Days	Mar 13-14   Oct 13-14	Dubai
7	Adobe InDesign	3-Days	Mar 17-19   Sep 15-18	Dubai
8	Essentials of Adobe Illustrator	2-Days	Mar 19-20   Oct 13-14	Dubai
9	Expert Adobe Illustrator	4-Days	Mar 18-21   Oct 14-17	Dubai
10	Presentation that leave an Impact	2-Days	Mar 27-28   Oct 30-31	Dubai

No.	Course Title	Duration	Training Dates	Location
11	Mind Mapping & Memory techniques	3-Days	Apr 09-11   Sep 22-24	Dubai
12	Build a Strong Positive Identity- Develop Positive Psychology	2-Days	Apr 9-10   Nov 19-20	Dubai
13	Business Writing Skills	2- Days	Apr 14-15   Nov 17-18	Dubai
14	Performance Excellence using Emotional Intelligence	3-Days	Apr 16-18   Nov 19-21	Dubai
15	Advanced Communication Skills	2-Days	Apr 17-18   Nov 24-25	Dubai
16	Managing Self and Leading Others	3-Days	Apr 21-23   Nov 26-28	Dubai
17	Time Management and Avoid Procrastination	2-Days	Jul 02-03   Dec 15-16	Dubai
18	Soft Skills and Career Success- How to be Excellent at Work	1-Day	Jul 08   Dec 09	Dubai
19	Essential influencing skills for the workplace	1-Day	July 09   Oct 15	Dubai
20	Get Things Done: How To Organize Your Life And Take Action	1-Day	July 10   Nov 12	Dubai
21	Personal Productivity and Goal Setting	2-Days	Jul 16-17   Oct 08-09	Dubai
22	Effective Body Language	2-Days	Jul 23-24   Dec 22-23	Dubai
23	Self Confidence and Social Skills	2-Days	Aug 26-27   Nov 11-12	Dubai
24	Effective Storytelling Techniques	1-Day	Aug 27   Nov 12	Dubai
25	Personal Branding	1-Day	Aug 28   Nov 13	Dubai
26	Brainstorm and Generating Ideas for Excellence	2-days	Sept 11-12	Dubai
27	Influencing Skills Workshop	2-Days	Dec 11-12	Dubai
28	Effective Assertiveness Training	2-Days	Dec 29-30	Dubai

## 08 Administration, Secretarial and PR Skills

No.	Course Title	Duration	Training Dates	Location
1	Strategic Administration and Office Management Skills	2-Days	Mar 13-14   Nov 19-20	Dubai
2	The Senior Secretary Development Program	2-Days	Mar 17-18   Nov 13-14	Dubai
3	Advanced MS Excel	2-Days	Mar 20-21   Oct 13-14	Dubai
4	The Essentials of Business Etiquette and Protocol	2-Days	Apr 09-11   Dec 10-11	Dubai
5	Crisis Communication Skills	2-Days	Apr 10-11   Dec 11-12	Dubai
6	Professional Skills for Administrators and Secretaries	2-Days	Apr 23-24   Oct 15-16	Dubai
7	Public Relations and Media Skills	2-Days	Apr 23-24   Aug 25-26	Dubai
8	Finance and Accounting for Administrators and Secretaries	2-Days	Jul 16-17   Dec 10-11	Dubai
9	Advanced Office Management and Effective Administrative skills	2-Day	Aug 25-26	Dubai
10	Public Relations and Corporate Communications	2-Days	Aug 27-28	Dubai
11	Corporate Social Responsibility (CSR)	2-Days	Nov 24-25	Dubai

## 09 Certificate "Exam Preparation" Programs

No.	Course Title	Duration	Training Dates	Location
1	CISI International Certificate in Wealth & Investment Management (plus Islamic Wealth Mgt)	5-Days	Mar 17-21   Oct 20-24	Dubai
2	CISI Islamic Finance Qualification	5-Days	Mar 24-28   Oct 27-31	Dubai
3	Lean SIX SIGMA <b>Green</b> Belt- SSYB IASSC BOK	5-Day	Apr 07-11   Nov 17-21	Dubai
4	PMP-Project Management Professional- PMBOK	5-Days	May 26-30   Nov 24-28	Dubai
5	CISI International Introduction to Securities and Investment (plus Islamic Investments)	3-Days	May 28 30   Dec10-12	Dubai
6	Lean SIX SIGMA <b>Yellow</b> Belt- SSYB IASSC BOK	3-Days	July 23-25   Dec 24-26	Dubai
7	Lean SIX SIGMA <b>Black</b> Belt- SSYB IASSC BOK	5-Days	Jul 14-18	Dubai

No.	Course Title	Duration	Training Dates	Location
8	SIX SIGMA <b>Yellow</b> Belt- Essential Guide for Beginners	1-Day	Sep 15	Dubai
9	<b>CTP</b> -Certified Treasury professional- AFP BOK	3-Days	Sep 16-18	Dubai
10	Diploma in Human Resource Management	5-Days	Oct 20-24	Dubai

## 10 Communication, Presentation and Writing Skills

No.	Course Title	Duration	Training Dates	Location
1	Advanced Communication Skills- Persuasive communication Skills	2-Days	Mar 19-20   Aug 25-26	Dubai
2	Effective Presentation and Speaking Skills	3-Days	Mar 24-26   Sep 08-10	Dubai
3	Art of Successful Negotiation and persuasion	2-Days	Mar 24-25   Aug 04-05	Dubai
4	Body Language	2-Days	Apr 08-09   Oct 14-15	Dubai
5	Effective Report Writing Techniques	2-Days	Apr 09-10   Sep 03-04	Dubai
6	Successful Public Dealing and ART of Communication	2-Days	Apr 14-15   Sep 08-09	Dubai
7	Crucial Conversation- Winning Attitude	2-Days	Apr 16-17   Sep 10-11	Dubai
8	Effective Communicational and Behavioral Skills	2-Days	Apr 16-17   Sep 17-18	Dubai
9	Seven Keys to Effective Communication- Effective Communication Tools	2-Days	Apr 21-22   Sep 15-16	Dubai
10	Powerful Presentation and Public Speaking Skills	3-Days	Apr 23-25   Sep 24-26	Dubai
11	Interpersonal Communication Skills	2-Days	May 05-06   Oct 06-07	Dubai
12	Presentation Design and Delivery	2-Days	May 06-07   Oct 07-08	Dubai
13	Business Communication and Teamwork	3-Days	May 07-09   Oct 08-10	Dubai
14	Brainstorm and Generating Ideas for Excellence	2-Days	May 21-22   Nov 12-13	Dubai
15	Effective Technical Writing Skills	2-Days	Jun 12-13   Dec 11-12	Dubai
16	Communication and Interpersonal Skills for Technical Professionals	2-Days	Jun 16-17   Dec 15-16	Dubai
17	Communicating with Confidence	2-Days	Jun 18-19   Dec 17-18	Dubai
18	How to Communicate with Diplomacy, Tact and Credibility	2-days	Jun 23-24   Dec 22-23	Dubai

## 11 SIX SIGMA Certification Programs

No.	Course Title	Duration	Training Dates	Location
1	Lean SIX SIGMA <b>Yellow</b> Belt- SSYB IASSC BOK	3-Days	Aug 06-08   Dec 10-12	Dubai
2	Lean SIX SIGMA <b>Green</b> Belt- SSYB IASSC BOK	5-Day	Aug 18-22   Dec 15-19	Dubai
3	Lean SIX SIGMA <b>Black</b> Belt- SSYB IASSC BOK	5-Days	Aug 25-29   Dec 22-26	Dubai
4	SIX SIGMA <b>Yellow</b> Belt- Essential Guide for Beginners	1-Day	Sep 12   Dec 15	Dubai
5	SIX SIGMA Green Belt- Essential Guide	3-Days	Oct 08-10	Dubai
6	SIX SIGMA Black Belt- Essential Guide	3-Days	Oct 13-15	Dubai

## 12 Digitalization and Transformation

No.	Course Title	Duration	Training Dates	Location
1	Artificial Intelligence- A General Overview	1-Day	Apr 08   Sep 18	Dubai
2	Artificial Intelligence- Build the Intelligent Future	3-Days	Apr 09-11   Nov 19-21	Dubai
3	Introduction to Machine Learning	1-Day	Apr 14   Nov 17	Dubai
4	Machine Learning	3-Days	Apr 17-18   Nov 20-21	Dubai
5	Big Data- Think Big	3-Day	Apr 16-18   Nov 23-25	Dubai
6	Executive BlockChain- An Innovative Strategy Program	3-Days	Apr 21-23   Nov 26-28	Dubai
7	Big data and Machine Learning	5-Days	Jul 14-18   Dec 08-12	Dubai
8	Change Management	4-Days	Sept 15-18   Dec 22-25	Dubai
9	Leading with Big Data and Analytics: From Insight to Action	4-Days	Sep 16-19	Dubai



## 13 Microsoft Office Programs

No.	Course Title	Duration	Training Dates	Location
1	MS Office- Learn Productivity Tools	3-Days	Apr 18-17   Nov 19-21	Dubai
2	Basic Excel- Introduction	1-Day	Apr 21   Nov 21	Dubai
3	Basic Excel- Complete Guide	3-Days	Apr 23-25   Nov 26-28	Dubai
4	Advanced Excel	2-Days	Apr 28-29   Oct 09-10	Dubai
5	Advanced Excel- Practical Guide	4-Days	May 13-16   Oct 22-24	Dubai
6	Creating Dashboards with Excel	3-Day	May 28-30   Dec 10-12	Dubai
7	MS Access	2-Days	Jul 08-09   Dec 09-10	Dubai
8	MS PowerPoint- Beginner to Pro	2-Days	July 15-16   Nov 12-14	Dubai
9	MS Word	2-Days	Sep 25-26	Dubai
10	Advanced PowerPoint	2-Days	Oct 23-24	Dubai



## 14 Women's Development Program

No.	Course Title	Duration	Training Dates	Location
1	Women Leadership in the 21st Century	3-Days	Feb 19-21   Sep 15-17	Dubai
2	Women's Leadership program	2-Days	Feb 19-20   Sep 15-16	Dubai
3	The Psychology of Motivation-Stay driven in your career	1-Day	Feb 24   Sep 22	Dubai
4	Building Better Relationships	1-Day	Feb 25   Sep 26	Dubai
5	Building Confidence for Greater Workplace Happiness and Success	1-Day	Mar 14   Jul 21   Dec 15	Dubai
6	Boost Self- Confidence (Be Assertive)	1-Day	Mar 28   Oct 20	Dubai
7	Personality Development Guide	1-Day	Mar 31   Oct 21	Dubai
8	Effective Coaching- Become a Better Coach	2-Days	Apr 14-15   Aug 25-26   Dec 22-23	Dubai
9	Effective Presentation and Assertive Communication Style	1-Day	Apr 14   Aug 25   Dec 22	Dubai
10	Self-Branding	1-Day	Apr 21   Oct 23	Dubai
11	Business Strategy- Start your own Business	1-Day	Apr22   Sep19	Dubai
12	Create a healthy balance between work and personal life	1-Day	Apr 25   Nov 21	Dubai
13	Essential Skills for Women at Work	1-Day	Apr 28   Dec22	Dubai
14	Stress Management Techniques	1-Day	Apr29   Nov 24	Dubai



# Advanced Studies and Training Centre

## SOFT SKILLS TRAINING SCHEDULE - 2019

### Training Program in Other Countries


#### 01 Management and Leadership

No.	Course Title	Duration	Training Dates	Location
1	Creativity as a way to change- Develop Creative and Innovative Mindset	3-Days	Mar 11-13   Oct 21-23	Zürich
2	Effective Leadership and Team Management	5-Days	Mar 25-29   Oct 21-25	Barcelona
3	Driving innovation and creating an innovative environment	4-Days	Mar 25-28   Sep 15-18	Istanbul
4	Advance Leadership Skills for Executives	5-Days	Apr 15- 19   August 12-16	Paris
5	Project Management Professional- PMP Exam Preparation Workshop	5-Days	Apr 21-25   Nov 17-21	Kuala Lumpur
6	Absolute Tolerance Through Emotional Intelligence- EQ	5-Days	Apr 22-26   Nov 04-08	Berlin
7	Neuro-Linguistic Programming- NLP practitioner	5-Days	Sep 15-19	Budapest

#### 02 Human Resource and Trainings

8	Successful Methods of Performance Monitoring, Evaluation and Positive Feedback	5-Days	Feb 24-28   July 15-19	Berlin
9	KPI, Balanced Scorecard and Performance Excellence- Development and Application	5-Days	Mar 11-15   Oct 21- <del>25</del>	Barcelona
10	Human Resources Leadership Development Program (HRLP)	4-Days	March 18- 21	London
11	Conducting Performance Appraisal	4-Days	Mar 18- 21   Sep 16-19	Kuala Lumpur
12	Effective Strategies for Impactful Training- Modernized Training Methodology	3-Days	Apr 15-17   Sep 09-11	Zürich
13	Develop Effective Policies and Procedures	4-Days	Apr 15-18   Oct 07-10	Istanbul
14	Design and develop organizational structures	5-Days	Apr 15-19   Oct 07-11	Paris
15	Employee Positivity- A Human Resource Perspective	4-Days	Jul 01-05   Nov 06-07	London
16	Effective Methods of Rewards and Motivation	4-Days	Jul 08-11   Nov 11-14	<b>Boston</b>
17	HR Business Partner	4-Days	Jun 10-13   Sep 10- <del>13</del>	Amsterdam



 <b>03 Transformational Programs</b>				
18	Advanced Innovation through Design Thinking	5-Days	Mar 11-15   Oct 21-25	Zürich
19	Absolute Tolerance Through Emotional Intelligence	4-Days	Mar 25-28   July 22-25	California
20	Smart Application Workshop to enhance Performance and productivity	5-Days	Apr 22- 26   Sep 16-20	Berlin
21	Future accelerators- Strategies for Success	3-Days	Apr 24-26   Sep 09-11	Istanbul
22	Critical Thinking, Innovation and Creativity	3-Days	June 25-27   Nov 25-27	Paris
23	4th Generation for Organizational Excellence	4-Days	July 15-18  Sep 09-12	New York
24	Transforming Your Culture- Leadership Guide to Enhance Productivity and Performance	5-Days	Aug 25-29	Boston
 <b>04 - Finance   SIX SIGMA Certification Programs</b>				
25	Budgeting and Forecasting- Envision the Future	3-Days	Apr 15-17   Sep 17-19	Berlin
26	International Financial Reporting Standards- IFRS Essential Guide	4-Days	Apr 22-25   Oct 21-24	Paris
27	Lean SIX SIGMA Green Belt- SSYB IASSC BOK	5-Days	Jul 15-19   Dec 16-20	Istanbul
28	Lean SIX SIGMA Black Belt- SSYB IASSC BOK	5-Days	Jul 22-26   Dec 23-27	Istanbul