



COURSE CALENDAR 2017



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JANUARY	Administration Skills Programme	8415-55 Introductory Award in Conflict Handling – Level 1	Mentoring Skills	Team Building Programme	Aviation First Aid Recurrent	Leadership and Management	Work Readiness Programme	Coaching Interpersonal Abilities	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	1106-21 Introductory Award in Training Skills	Brilliant Basic & Business Improvement
FEBRUARY	6258-33 Award in Planning & Delivering Training - Level 3	Coaching Interpersonal Abilities	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Aviation First Aid Recurrent	Aviation Train the Trainer Program - Level 3	Advanced Diploma in Training Level 3							
MARCH	Emotional Intelligence and Self Awareness	Aviation First Aid Recurrent	Assessor Skills for Trainers	Interview and Selection Skills	Sales and Marketing Skills	8415-55 Introductory Award in Customer Service – Level 1	Coaching Interpersonal Abilities	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Compensation and Benefits	Culture & Diversity Learning Programme	Performance Management	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3
APRIL	Presentation Skills for Business Professionals	Train the Trainer - Level 1	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	Aviation First Aid Recurrent	UAE Labour Law 2017	6258-33 Award in Planning & Delivering Training - Level 3	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Business Etiquette	Business Writing & Communications			
MAY	Aviation First Aid Recurrent	Essentials for Supervisory Skills	HR Matrix and KPIs	Work Readiness	Compensation & Benefits	Talent Development	8415-55 Introductory Award in Conflict Handling – Level 1	Emotional Intelligence and Self Awareness	Performance Management	Coaching Interpersonal Abilities	Brilliant Basics and Business Improvement	Aviation Train the Trainer Program - Level 3	Advanced Diploma in Training Level 3	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training
JUNE	8415-55 Introductory Award in Customer Service – Level 1	6258-33 Award in Planning & Delivering Training - Level 3	UAE National Development	Mentoring Skills	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Aviation First Aid Recurrent	Sales and Marketing Skills	Presentation Skills for Business Professionals	Bloodborne Pathogens Training				
JULY	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	Workplace Happiness	Assessor Skills for Trainers	8415-55 Introductory Award in Conflict Handling – Level 1	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Talent Development	UAE Labour Law 2017	Team Building Programme	Interview and Selection Skills	Coaching Interpersonal Abilities	1106-21 Introductory Award in Training Skills	Culture & Diversity Learning Programme
AUGUST	6258-33 Award in Planning & Delivering Training - Level 3	Essentials for Supervisory Skills	Business Etiquette	8415-55 Introductory Award in Customer Service – Level 1	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Business Writing & Communications	Mentoring Skills	Leadership and Management			
SEPTEMBER	Aviation First Aid Pilot Initial	Train the Trainer - Level 1	Aviation First Aid Cabin Crew Initial	Medical Monitoring in the Aviation Environment	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	HR Matrix and KPIs	Brilliant Basics and Business Improvement	Work Readiness Programme	Coaching Interpersonal Abilities	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	Bloodborne Pathogens Training	
OCTOBER	Talent Development	Workplace Happiness	Presentation Skills for Business Professionals	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Administration Skills Programme	Aviation First Aid Recurrent	6258-33 Award in Planning & Delivering Training - Level 3	Compensation and Benefits	UAE Labour Law 2017	Performance Management	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	UAE National Development
NOVEMBER	Interview and Selection Skills	Coaching Interpersonal Abilities	Train the Trainer - Level 1	Business Etiquette	Business Writing & Communications	Culture & Diversity Learning Programme	8415-55 Introductory Award in Customer Service – Level 1	Assessor Skills for Trainers	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Leadership and Management	Essentials for Supervisory Skills
DECEMBER	HR Matrix and KPIs	Aviation First Aid Recurrent	BLS for Healthcare Providers	Standard First Aid, CPR & AED Training	Pediatric First Aid, CPR & AED Training	Bloodborne Pathogens Training	Team Building Programme	8415-55 Introductory Award in Conflict Handling – Level 1	Mentoring Skills	Advanced Diploma in Training Level 3	Aviation Train the Trainer Program - Level 3	Aviation First Aid Cabin Crew Initial			



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COURSES	No. of Days	Course Fee	Group Rate (batch of 4-)	January	February	March	April	May	June	July	August	September	October	November	December
International Certified Programmes															
1106-01 Introductory Award in Training Skills – Level 1	2	AED 2,750	AED 9,800	29 - 30			04 - 05			23 - 24		05 - 06		05 - 06	
6258-33 Award in Planning & Delivering Training - Level 3	4	AED 5,000	AED 15,900		01-02 & 08-09		19-20 & 26-27		06-07 & 13-14		01-02 & 09-10		10-11 & 17-18		
1106-21 Advanced Diploma in Teaching, Training, & Assessing Learning – Level 3	5	AED 17,500	AED 48,000	22 - 26	12 - 16	26 - 30	09 - 13	28 - 01		02 - 06	20 - 24	24 - 28	22 - 26	19 - 23	10 - 14
8415-55 Introductory Award in Customer Service – Level 1	1	AED 1,500	AED 5,000			15			04		15			14	
8415-55 Introductory Award in Selling - Level 1	1	AED 1,500	AED 5,000			14			20			13			19
8415-55 Introductory Award in Conflict Handling – Level 1	1	AED 1,500	AED 5,000	10				16		12					27
Award in Coaching	2	AED 6,500	AED 22,000		04 & 11	11 & 18		20 & 27		22 & 29		16 & 23		04 & 11	
Certificate in Coaching	2	AED 8,500	AED 30,400		04 & 11	11 & 18		20 & 27		22 & 29		16 & 23		04 & 11	
Presentation Skills for Business Professionals	2	AED 2,920	AED 9,960				02 - 03		21 - 22		16 - 17		03 - 04		
Assessor Skills for Trainers - Development Programme	2	AED 6,500	AED 5,525			07 - 08				10 - 11				14 - 15	
GCAA Certified															
Aviation Train the Trainer Program	5	AED 8,950	AED 30,400	22 - 26	12 - 16	26 - 30	09 - 13	28 - 01		02 - 06	20 - 24	24 - 28	22 - 26	19 - 23	10 - 14
Health & Safety – NSC US Certified															
			Group Rate (batch of 8-10)												
Standard First Aid, CPR & AED Training	1	AED 320	AED 2,950	03,08,10,11,15,16,18,31	1,6,7,8,12,14,15,19,20,26	1,5,6,7,12,13,15,19,21,22	2,3,4,9,12,17,18,19,25,26,30	2,3,9,10,14,15,21,23,28,29	04,05,07,12,13,14,18,19,20	3,4,9,10,12,16,17,24,25,26	2,3,6,7,15,16,20,21,27,28	4,6,11,12,13,19,20,24,25	5,6,7,12,13,14,19,20,27,28,29	5,6,7,12,13,14,19,20,27,28	3,5,6,11,12,17,18,20,24,28
Pediatric First Aid, CPR & AED Training	1	AED 420	AED 3,950	21	25	11	29	20	17	15	26	16	25	25	16
Bloodborne & Airborne Pathogens Training	3 HR	AED 320	AED 2,950			27			26			27			13
AHA & DHA Certified															
BLS for Healthcare Providers	5 HR	AED 359		04,09,17,22	05, 13, 21, 28	02,08,14,20,26	05, 11, 16, 27	01,07,16,24,30	01, 06, 21	02, 11, 19, 27	01,09,13,22,29	04, 10, 18, 26	01,09,16,,21,26	01,08,16,21,26	04, 10, 19, 27
Aviation First Aid															
Aviation First Aid Initial (Cabin Crew)	3	AED 2200	AED 13,200									10 - 12			17 - 19
Tempus (Cabin Crew)	1	AED 700	AED 4,200									13			20
Aviation First Aid Recurrent	1	AED 600	AED 3,600	16	05, 06	06,12,19	16,17,23	01,07,21	5			17	09,15,29		4
Aviation First Aid Initial (Pilot)	2	AED 1,600	AED 6,400									4			



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Certified Learning Programmes			Group Rate (batch of 6)												
Interview & Selection Skills	1	AED 550	AED 3,000			13				19				01	
Mentoring Skills	1	AED 500	AED 2,800	11				19			28				06
Leadership and Management	2	AED 650	AED 3,500	17 - 18				14 - 15			29 - 30			26 - 27	
Team Building	1	AED 650	AED 3,500	15				23				12			05
Culture & Diversity Learning Programme	2	AED 600	AED 3,300			21 - 22				25 - 26				12 - 13	
Essentials for Supervisory Skills	2	AED 600	AED 3,300					03 - 04			06 - 07			28 - 29	
Coaching Interpersonal Abilities	1	AED 650	AED 3,500	21		04		20		22		16		04	
Customer Service	1	AED 600	AED 3,300			15			04		15			14	
Conflict Management	1	AED 550	AED 3,000	10				16		12					27
Project Management	1	AED 650	AED 3,500					14				18			
Brilliant Basics and Business Improvement	1	AED 600	AED 3,300	31				22				19			
Administration Skills	1	AED 550	AED 3,000	9				21					08		
Presentation and Delivery Skills	2	AED 600	AED 3,300				02 - 03		21 - 22		16 - 17		03 - 04		
Sales and Marketing Skills	1	AED 500	AED 2,800			14			20			13			
Emotional Intelligence and Self Awareness	1	AED 500	AED 2,800			05		17					09		
Train the Trainer	2	AED 650	AED 3,500	29 - 30			04 - 05			23 - 24		05 - 06		05 - 06	
Advance Train the Trainer	4	AED 2,500	AED 12,500		01-02 & 08-09		19-20 & 26-27		06-07 & 13-14		01-02 & 09-10		10-11 & 17-18		
National Development	2	AED 750	AED 4,000						11 - 12				30 - 31		
Work Readiness Programme	1	AED 500	AED 2,800	19				09				20			
UAE Labour Law	1	AED 250	AED 1,400				18			17			16		
Performance Management	1	AED 450	AED 2,500			23		18		30			19		
Compensation and Benefits	1	AED 450	AED 2,500			20		10		31			12		
HR Matrix and KPIs	1	AED 550	AED 3,000					08				18			03
Talent Development	1	AED 500	AED 2,800					14		16			01		
Workplace Happiness	1	AED 500	AED 2,800					24		09			02		
Business Etiquette	1	AED 500	AED 2,800				25				13			07	
Business Writing and Communications	1	AED 550	AED 3,000				30				27			08	