

COURSE	DURATION	INVESTMENT (AED)	JAN	FEB	MAR	APR	MAY	JUN
MANAGEMENT AND LEADERSHIP								
Developing Leadership Skills ilm	5 Days	9,000	8-12		12-16		7-11	18-22
Developing Management Skills ilm	5 Days	9,000	15-19	12-16		16-20	21-25	
Supervisory Skills ilm	4 Days	7,200		20-23	27-30		22-25	12-15
Strategic Thinking, Planning and Implementation	5 Days	9,000		12-16		16-20		
Building and Maintaining High Performance Teams ilm	3 Days	5,400		7-9	28-30		16-18	
Problem Solving and Decision Making	3 Days	5,400	24-26		7-9	11-13		20-22
Managing Change and Conflict Resolution ilm	3 Days	5,400	10-12	26-28		4-6		6-8
Motivation and Delegation	3 Days	5,400		7-9	14-16			13-15
Effective Planning and Organising	2 Days	3,600	29-30		19-20	26-27		14-15
Event Management	2 Days	3,600	29-30		12-13		17-18	
PROJECT MANAGEMENT								
Project Management Professional (PMP)® Exam Preparation	5 Days	9,000				9-13		
Introduction to Project Management ilm	3 Days	5,400	17-19	26-28			9-11	18-20
Managing Projects using MS Project	2 Days	3,600	15-16		5-6	19-20		
Risk Management	3 Days	5,400		21-23	21-23		16-18	
SUPPLY CHAIN MANAGEMENT								
Fundamentals of Supply Chain Management	3 Days	5,400			5-7		28-30	
Managing Contracts	3 Days	5,400		14-16		16-18		
Purchasing Management	3 Days	5,400		26-28	28-30		21-23	
HUMAN RESOURCES MANAGEMENT								
Developing HR Skills ilm	4 Days	7,200	16-19	13-16	13-16		8-11	
Training Needs Analysis ilm	2 Days	3,600		5-6	8-9		14-15	
Train the Trainer ilm	3 Days	5,400	17-19		21-23	18-20		13-15
Employee Relations	3 Days	5,400	3-5		26-28			6-8
Performance Appraisals	3 Days	5,400			14-16	4-6		
Career Development Planning	3 Days	5,400		19-21		2-4		
Interviewing Skills ilm	2 Days	3,600		5-6	8-9			11-12
Competency Based Interviewing Skills	2 Days	3,600	22-23			16-17	3-4	
Writing Effective Policies and Procedures	2 Days	3,600			26-27		14-15	
FINANCE								
Finance for the Non-Financial Executive ilm	3 Days	5,400		19-21	5-7		2-4	
Basic Accounting	3 Days	5,400	3-5	12-14		18-20		
Advanced Accounting	3 Days	5,400			7-9	25-27		4-6
Effective Budgeting and Cost Control	3 Days	5,400	8-10	26-28		11-13	9-11	
Foundations of Islamic Banking	3 Days	5,400			12-14		23-25	
SALES AND MARKETING								
Successful Selling Skills	3 Days	5,400		14-16			9-11	
Advanced Sales Techniques	3 Days	5,400	3-5		19-21		2-4	
Negotiation Skills	3 Days	5,400	22-24		19-21	25-27		4-6
Advanced Negotiation Skills	3 Days	5,400		21-23	26-28		16-18	20-22
Marketing Imperatives	3 Days	5,400		5-7		2-4	7-9	

COURSE	DURATION	INVESTMENT (AED)	JAN	FEB	MAR	APR	MAY	JUN
CUSTOMER SERVICE								
Excellence in Customer Service ilm	2 Days	3,600	25-26	22-23	19-20		21-22	
Telephone Etiquette ilm	2 Days	3,600	11-12	15-16		26-27	7-8	
Dealing with Difficult, Angry and Aggressive Customers	2 Days	3,600			29-30	5-6		18-19
ADMINISTRATION								
Office Management ilm	3 Days	5,400	3-5		12-14	4-6		11-13
Administration and Office Procedures ilm	2 Days	3,600	29-30		22-23	12-13		7-8
The Indispensable PA	2 Days	3,600		12-13			14-15	
BUSINESS WRITING								
Business Writing Skills ilm	2 Days	3,600		26-27		26-27	17-18	
Advanced Business Writing Skills	2 Days	3,600		8-9	15-16			14-15
Effective Report Writing ilm	2 Days	3,600	8-9		22-23			21-22
Technical Report Writing ilm	2 Days	3,600		8-9		9-10		18-19
COMMUNICATION SKILLS								
Communication and Interpersonal Skills	3 Days	5,400	22-24		28-30	9-11		6-8
Active Listening Skills	2 Days	3,600			5-6	2-3		
Presentation Skills - Presenting with Impact and Conviction ilm	3 Days	5,400	10-12		14-16	11-13		
Presentation Skills and Public Speaking for Senior Managers ilm	3 Days	5,400		7-9		18-20	14-16	
SELF DEVELOPMENT								
Emotional Intelligence	2 Days	3,600	4-5		1-2	5-6		
Assertiveness Skills	2 Days	3,600	25-26	15-16			21-22	4-5
Self, Time and Stress Management	2 Days	3,600		19-20	15-16	26-27		11-12
Work Life Balance	2 Days	3,600		5-6	22-23			
Personal Confidence Building	2 Days	3,600	15-16		26-27	2-3		
Business Etiquette - Effective Work Habits	2 Days	3,600		22-23		16-17	10-11	
MICROSOFT TRAINING								
Microsoft® Office	3 Days	5,400		7-9	28-30		28-30	
Microsoft® Word - Basic	2 Days	3,600	29-30	19-20			24-25	
Microsoft® Word - Intermediate	2 Days	3,600		12-13		2-3		
Microsoft® Word - Advanced	2 Days	3,600			8-9			7-8
Microsoft® Excel - Basic	2 Days	3,600	18-19	15-16		16-17		
Microsoft® Excel - Intermediate	2 Days	3,600			26-27		7-8	11-12
Microsoft® Excel - Advanced	2 Days	3,600		26-27			24-25	
Microsoft® PowerPoint - Basic	2 Days	3,600			19-20	12-13		
Microsoft® PowerPoint - Intermediate	2 Days	3,600				9-10		21-22
Microsoft® PowerPoint - Advanced	2 Days	3,600		8-9				14-15
Microsoft® Outlook	2 Days	3,600			1-2	5-6		
EMIRATISATION DEVELOPMENT PROGRAMMES								
Work Readiness								
Modular-Based Programmes								

ilm - ILM endorsed and development programmes.

All of our courses can be tailored and delivered as In-House Programmes, in English or Arabic.

WHY SELECT?

- 30,000+ learners
- chosen team of trainers
- several thousand training hours
- English and Arabic delivery
- 5,000+ satisfied clients
- innovative customer focus
- international certifications

ABU DHABI

Tel: +971 2 6740340 Fax: +971 2 6743554
P.O. Box 44705, Abu Dhabi, U.A.E.
info@selectgroup.ae

DUBAI

Tel: +971 4 2566414 Fax: +971 4 2566424
P.O. Box 334058, Dubai, U.A.E.
info@selectgroup.ae

COURSE	DURATION	INVESTMENT (AED)	JUL	AUG	SEP	OCT	NOV	DEC
MANAGEMENT AND LEADERSHIP								
Developing Leadership Skills ilm	5 Days	9,000			10-14	8-12		3-7
Developing Management Skills ilm	5 Days	9,000	23-27	13-17			19-23	10-14
Supervisory Skills ilm	4 Days	7,200		21-24		23-26		18-21
Strategic Thinking, Planning and Implementation	5 Days	9,000	16-20		24-28	15-19		
Building and Maintaining High Performance Teams ilm	3 Days	5,400		8-10	12-14		26-28	
Problem Solving and Decision Making	3 Days	5,400		27-29	17-19		14-16	
Managing Change and Conflict Resolution ilm	3 Days	5,400			17-19		12-14	26-28
Motivation and Delegation	3 Days	5,400		27-29		24-26		
Effective Planning and Organising	2 Days	3,600		2-3	27-28		22-23	13-14
Event Management	2 Days	3,600	23-24				12-13	
PROJECT MANAGEMENT								
Project Management Professional (PMP)® Exam Preparation	5 Days	9,000		6-10		15-19		10-14
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Managing Projects using MS Project	2 Days	3,600		23-24	6-7		1-2	
Risk Management	3 Days	5,400	11-13			29-31		
SUPPLY CHAIN MANAGEMENT								
Fundamentals of Supply Chain Management	3 Days	5,400			5-7	1-3		
Managing Contracts	3 Days	5,400	25-27	8-10		10-12		
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HUMAN RESOURCES MANAGEMENT								
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Training Needs Analysis ilm	2 Days	3,600	30-31		24-25		15-16	
Train the Trainer ilm	3 Days	5,400		20-22	5-7	17-19	19-21	
Employee Relations	3 Days	5,400		6-8			7-9	
Performance Appraisals	3 Days	5,400			10-12	3-5		
Career Development Planning	3 Days	5,400		20-22			5-7	
Interviewing Skills ilm	2 Days	3,600	23-24			22-23	15-16	
Competency Based Interviewing Skills	2 Days	3,600		2-3	27-28			17-18
Writing Effective Policies and Procedures	2 Days	3,600	23-24			11-12	22-23	
FINANCE								
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SALES AND MARKETING								
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Advanced Sales Techniques	3 Days	5,400	18-20			10-12	27-29	
Negotiation Skills	3 Days	5,400		13-15	17-19			10-12
Advanced Negotiation Skills	3 Days	5,400		6-8		8-10		
Marketing Imperatives	3 Days	5,400			24-26		14-16	5-7

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Dealing with Difficult, Angry and Aggressive Customers	2 Days	3,600		23-24	10-11		8-9	
ADMINISTRATION								
Office Management ilm	3 Days	5,400		6-8		29-31	26-28	
Administration and Office Procedures ilm	2 Days	3,600		13-14	6-7		1-2	27-28
The Indispensable PA	2 Days	3,600	9-10			4-5		13-14
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MICROSOFT TRAINING								
Microsoft® Office	3 Days	5,400	16-18		18-20			12-14
Microsoft® Word - Basic	2 Days	3,600		13-14				
Microsoft® Word - Intermediate	2 Days	3,600		23-24		11-12		
Microsoft® Word - Advanced	2 Days	3,600				30-31	19-20	
Microsoft® Excel - Basic	2 Days	3,600	19-20			1-2	8-9	
Microsoft® Excel - Intermediate	2 Days	3,600		9-10			15-16	3-4
Microsoft® Excel - Advanced	2 Days	3,600	19-20		13-14	25-26		20-21
Microsoft® PowerPoint - Basic	2 Days	3,600		16-17			5-6	
Microsoft® PowerPoint - Intermediate	2 Days	3,600			17-18	29-31		
Microsoft® PowerPoint - Advanced	2 Days	3,600		27-28			28-29	
Microsoft® Outlook	2 Days	3,600	12-13					10-11
EMIRATISATION DEVELOPMENT PROGRAMMES								
Work Readiness								
Modular-Based Programmes								

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- chosen team of trainers
- several thousand training hours
- English and Arabic delivery
- 5,000+ satisfied clients
- innovative customer focus
- international certifications

ABU DHABI

Tel: +971 2 6740340 Fax: +971 2 6743554
P.O. Box 44705, Abu Dhabi, U.A.E.
info@selectgroup.ae

DUBAI

Tel: +971 4 2566414 Fax: +971 4 2566424
P.O. Box 334058, Dubai, U.A.E.
info@selectgroup.ae