

ISM 2023 Public Training Calendar (Face-to-Face)

Advance your career... Achieve your goals...

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Category	Course Title	Duration	Venue	Price with VAT	Jan	Feb	Mar	Apr (Ramadan)	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BEHAVIOURAL/ PERSONAL DEVELOPMENT	Goal Setting for Business Professional	1 day	Dubai	AED 2,100	-	1	-	-	-	-	-	-	-	2	-	-
	Time and Stress Management	2 days	Dubai	AED 4,600	16 - 17	-	-	-	-	-	10 - 11	-	-	-	8 - 9	-
	Integrated Mind Power & Concentration Techniques	3 days	Dubai	AED 6,700	-	-	1 - 3	-	-	-	-	-	20 - 22	-	-	-
	Effective Communication Skills	2 days	Dubai	AED 4,600	-	8 - 9	-	-	-	-	-	9 - 10	-	-	-	11 - 12
	Emotional Intelligence (EI)	2 days	Dubai	AED 4,600	11 - 12	-	-	-	-	-	19 - 20	-	-	16 - 17	-	-
	Developing Growth Mindset	2 days	Dubai	AED 4,600	30 - 31	-	-	-	-	-	5 - 6	-	-	18 - 19	-	-
PERFORMANCE MANAGEMENT	Powerful Leadership and Management	3 days	Dubai	AED 6,700	-	6 - 8	-	-	-	12 - 14	-	-	-	10 - 12	-	-
	Strategic Work Force Planning	2 days	Dubai	AED 4,600	10 - 11	-	8 - 9	-	-	-	-	-	25 - 26	-	-	6 - 7
	Planning, Organising and Delegation Skills	2 days	Dubai	AED 4,600	-	20 - 21	-	-	-	-	17 - 18	-	-	-	21 - 22	-
	Document Control and Records Management	2 days	Dubai	AED 4,600	-	-	-	-	-	22 - 23	-	-	-	18 - 19	-	-
	Effective Business Writing	2 days	Dubai	AED 4,600	-	-	-	-	-	-	-	-	-	-	-	-
	Train The Trainer	3 days	Dubai	AED 6,700	-	-	13 - 15	-	-	-	-	21 - 23	-	-	-	-
	Competency-Based Interviewing Skill	2 days	Dubai	AED 4,600	-	-	-	-	8 - 9	-	-	14 - 15	-	-	-	18 - 19
	Agile Project Management	3 Days	Dubai	AED 6,700	-	14 - 16	-	-	-	16 - 18	-	-	-	11 - 13	-	-
SALES	Advanced Negotiation Skills	2 days	Dubai	AED 4,600	-	22 - 23	-	-	-	-	3 - 4	-	-	2 - 3	-	-
	Public Speaking and Presentation Skills	3 days	Dubai	AED 6,700	23 - 25	-	-	-	29 - 31	-	-	-	4 - 6	-	-	5 - 7
	Advanced Selling Skills	2 days	Dubai	AED 4,600	16 - 17	-	-	-	10 - 11	-	-	7 - 8	-	-	6 - 7	-
	Telephone Etiquette and Customer Service Excellence	2 days	Dubai	AED 4,600	-	-	-	-	-	7 - 8	-	-	11 - 12	-	-	-
MARKETING	Digital Marketing and Social Media Masterclass	2 days	Dubai	AED 4,600	-	27 - 28	-	-	-	-	-	-	13 - 14	-	-	-
	Marketing Campaigns Development	2 days	Dubai	AED 4,600	-	-	-	-	-	-	-	28 - 29	-	-	-	-
	Strategic Marketing - For Modern Business	2 days	Dubai	AED 4,600	-	-	-	-	25 - 26	-	-	-	-	30 - 31	-	-
FINANCE	Finance Awareness for Non-Financial Professionals	3 days	Dubai	AED 6,700	-	13 - 15	-	-	-	-	24 - 26	-	-	-	13 - 15	-
	Purchasing Techniques, Negotiating & Cost Reduction	3 days	Dubai	AED 6,700	-	-	-	-	22 - 24	-	-	-	20 - 22	-	-	11 - 13
	Effective Budgeting & Cost Control	3 days	Dubai	AED 6,700	-	-	-	-	-	19 - 21	-	-	-	24 - 26	-	-
MICROSOFT OFFICE	Microsoft Office Excel (Basic Level)	1 day	Dubai	AED 2,100	-	23	-	-	-	-	5	-	-	-	-	-
	Microsoft Office Excel (Intermediate Level)	2 days	Dubai	AED 4,600	-	-	6 - 7	-	-	-	25 - 26	-	-	-	22 - 23	-
	Microsoft Office Excel (Advanced Level)	2 days	Dubai	AED 4,600	-	-	-	-	10 - 11	-	-	-	4 - 5	-	-	-
	Microsoft Office Power BI	2 days	Dubai	AED 4,600	25 - 26	-	-	-	-	1 - 2	-	-	-	-	27 - 28	-
	Microsoft Office - PowerPoint	1 day	Dubai	AED 2,100	-	-	-	-	-	20	-	-	-	11	-	-

**Before the training we request the delegates to complete a [Pre-Course Assessment Form](#) to identify their objectives and set goals for attending the training.

**These objectives will be used by our Trainer to make some adjustments and customising the course to give our target training that focused on the delegates objectives.

**Total Investment Includes - 5% VAT, Training Materials, Lunch and 2 Refreshments, Certificate of Attendance