



Alpha Training Categorised Schedule 2008

Course ID: E = English material, A = Arabic material

Mark your Calendar

Trainer: E = English, E/A = Bilingual (English/Arabic)

Administration & Secretarial

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
AS201E	Advanced Office Management	E	8-Jun	12-Jun	5	Dubai	\$3,150.00

Customer Service

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
CS201E	Excellent Customer Service	E	13-Jan	15-Jan	3	Dubai	\$1,950.00
CS205E	Public Relation	E/A	13-Apr	16-Apr	4	Dubai	\$2,560.00
CS205E	Public Relation	E/A	15-Jun	18-Jun	4	Dubai	\$2,560.00
CS206E	How to Achieve Best Customer Service	E/A	10-Aug	13-Aug	4	Dubai	\$2,560.00
CS210E	Customer Services	E/A	18-May	21-May	4	Dubai	\$2,560.00

Finance & Accounting

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
FA201E	Finance for Non-Financial Manager	E	2-Mar	6-Mar	5	Dubai	\$3,150.00
FA201E	Finance for Non-Financial Manager	E	25-May	29-May	5	Dubai	\$3,150.00
FA202E	Finance for Non-Financial Manager	E	19-Oct	23-Oct	5	Dubai	\$3,150.00

Human Resources Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
HR201E	Succession Planning	E	21-Dec	25-Dec	5	Dubai	\$3,150.00
HR202E	Interview Skills for the Manager	E	17-Feb	19-Feb	3	Dubai	\$1,950.00
HR203E	Recruitment, Interview and Selection	E	23-Nov	27-Nov	5	Dubai	\$3,150.00
HR205E	Effective Recruitment	E	20-Apr	22-Apr	3	Dubai	\$1,950.00
HR223E	Methods to Evaluate and Develop HRM	E/A	20-Jul	24-Jul	5	Dubai	\$3,150.00
HR225E	Job Satisfaction and Employee's Loyalty	E/A	1-Jun	5-Jun	5	Dubai	\$3,150.00
HR231E	Job Globalization Cultural Diversity	E/A	18-May	22-May	5	Dubai	\$3,150.00
HR232E	Skills for HR Manager Using DACUM	E/A	11-Aug	15-Aug	5	Kuala Lumpur	\$3,150.00
HR232E	Skills for HR Manager Using DACUM	E/A	7-Dec	11-Dec	5	Dubai	\$3,150.00
HR233E	Job Specification and Organizational Structure	E/A	8-Jun	12-Jun	5	Dubai	\$3,150.00
HR233E	Job Specification and Organizational Structure	E/A	18-Aug	22-Aug	5	Kuala Lumpur	\$3,150.00
HR234E	Motivation Methods and Techniques	E/A	12-Oct	16-Oct	5	Dubai	\$3,150.00
HR235E	Competencies, Theory and Application	E/A	10-Feb	14-Feb	5	Dubai	\$3,150.00
HR241A	Performance Management (Arabic)	E/A	18-Aug	22-Aug	5	Kuala Lumpur	\$3,150.00
HR242E	Recruitment, Selection and Interview Skills	E/A	26-Oct	30-Oct	5	Dubai	\$3,150.00

Health, Safety and Environment (HSE)

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
HS201E	Fire Safety for the Manager	E	26-Oct	30-Oct	5	Dubai	\$3,150.00
HS204E	Health and Safety Management	E	2-Nov	5-Nov	4	Dubai	\$2,560.00

Management & Leadership

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
ML202E	Interpersonal Skills	E	6-Apr	8-Apr	3	Dubai	\$1,950.00
ML203E	Management Academy	E	4-May	8-May	5	Dubai	\$3,150.00
ML204E	Negotiation Skills	E	1-Jun	3-Jun	3	Dubai	\$1,950.00
ML207E	The New Manager	E	13-Jan	17-Jan	5	Dubai	\$3,150.00
ML207E	The New Manager	E	13-Apr	17-Apr	5	Dubai	\$3,150.00
ML208E	Assertiveness	E	20-Apr	22-Apr	3	Dubai	\$1,950.00
ML209E	People Management	E	15-Jun	17-Jun	3	Dubai	\$1,950.00
ML210E	Developing Teams through Insights	E	26-Oct	28-Oct	3	Dubai	\$1,950.00
ML211E	Time Management	E	30-Mar	1-Apr	3	Dubai	\$1,950.00
ML211E	Time Management	E	27-Jul	29-Jul	3	Dubai	\$1,950.00
ML211E	Time Management	E	21-Dec	23-Dec	3	Dubai	\$1,950.00
ML212E	Developing Leadership Skills	E	16-Mar	20-Mar	5	Dubai	\$3,150.00
ML213E	Dynamic Coaching	E	27-Apr	1-May	5	Dubai	\$3,150.00
ML214E	Essential Management Skills	E	25-May	27-May	3	Dubai	\$1,950.00
ML215E	Essential Leadership Skills	E	24-Feb	26-Feb	3	Dubai	\$1,950.00
ML215E	Essential Leadership Skills	E	3-Aug	5-Aug	3	Dubai	\$1,950.00
ML215E	Essential Leadership Skills	E	19-Oct	21-Oct	3	Dubai	\$1,950.00
ML220A	Herrmann Thinking Styles (Certification - Arabic)	E/A	24-Feb	25-Feb	2	Dubai	\$1,500.00
ML221A	Advanced Decision Making (Arabic)	E/A	20-Jul	24-Jul	5	Morocco	\$3,150.00
ML221A	Advanced Decision Making (Arabic)	E/A	23-Nov	27-Nov	5	Dubai	\$3,150.00
ML222A	Advanced Leadership Skills (Arabic)	E/A	6-Apr	10-Apr	5	Dubai	\$3,150.00
ML226E	Emotional Intelligence	E/A	27-Apr	30-Apr	4	Dubai	\$2,560.00
ML226E	Emotional Intelligence	E/A	22-Jun	25-Jun	4	Dubai	\$2,560.00
ML226E	Emotional Intelligence	E/A	12-Oct	15-Oct	4	Dubai	\$2,560.00
ML227A	Mind Mapping (Arabic)	E/A	20-Jul	24-Jul	5	Morocco	\$3,150.00
ML228A	Leading through Emotional Management (Arabic)	E/A	11-Aug	15-Aug	5	Kuala Lumpur	\$3,150.00
ML231E	Influential Communication for Managers	E	25-May	27-May	3	Dubai	\$1,950.00
ML232E	Emotional Intelligence	E/A	13-Jul	17-Jul	5	Morocco	\$3,150.00
ML232E	Leading Change	E	23-Nov	25-Nov	3	Dubai	\$1,950.00
ML233E	Building Confidence and Assertiveness at Work	E	24-Feb	26-Feb	3	Dubai	\$1,950.00
ML233E	Building Confidence and Assertiveness at Work	E	3-Aug	5-Aug	3	Dubai	\$1,950.00
ML233E	Building Confidence and Assertiveness at Work	E	19-Oct	21-Oct	3	Dubai	\$1,950.00
ML236E	Strategic Management	E	14-Dec	18-Dec	5	Dubai	\$3,150.00
ML240E	Balanced Scorecard Linking Strategy to Action	E	22-Jun	25-Jun	4	Dubai	\$2,560.00
ML241E	Problem-solving and Decision-making	E	26-Oct	28-Oct	3	Dubai	\$1,950.00
ML243E	Supervisory Skills	E	17-Aug	19-Aug	3	Dubai	\$1,950.00
ML243E	Supervisory Skills	E	19-Oct	21-Oct	3	Dubai	\$1,950.00
ML246E	Motivation and Increased Work Productivity	E	16-Mar	18-Mar	3	Dubai	\$1,950.00
ML248E	Effective Coaching Skills	E	10-Feb	12-Feb	3	Dubai	\$1,950.00
ML248E	Effective Coaching Skills	E	23-Mar	25-Mar	3	Dubai	\$1,950.00
ML248E	Effective Coaching Skills	E	27-Jul	29-Jul	3	Dubai	\$1,950.00
ML250E	Effective Management Skills	E	27-Apr	1-May	5	Dubai	\$3,150.00
ML261E	Attitude Modification and Behavioural Skills	E/A	9-Mar	12-Mar	4	Dubai	\$2,560.00
ML262A	Conflict Management (TK Instrument) (Arabic)	E/A	2-Mar	4-Mar	3	Dubai	\$1,950.00
ML263A	21st Century Management Skills (Arabic)	E/A	20-Jan	24-Jan	5	Dubai	\$3,150.00
ML263A	21st Century Management Skills (Arabic)	E/A	13-Jul	17-Jul	5	Morocco	\$3,150.00
ML263A	21 st Century Management Skills (Arabic)	E/A	10-Aug	14-Aug	5	Dubai	\$3,150.00
ML264E	Effective Supervisory skills	E/A	8-Jun	11-Jun	4	Dubai	\$2,560.00
ML290A	NLP for Leaders (Arabic)	E/A	11-Aug	15-Aug	5	Kuala Lumpur	\$3,150.00
ML341E	Mind Mapping	E/A	17-Aug	20-Aug	4	Dubai	\$2,560.00
ML341E	Mind Mapping	E/A	2-Nov	5-Nov	4	Dubai	\$2,560.00
ML802E	Skills for Effective Supervision	E/A	16-Nov	20-Nov	5	Dubai	\$3,150.00
ML803E	Meeting and Committee Management	E/A	13-Jul	17-Jul	5	Dubai	\$3,150.00
ML805E	Knowledge Management	E/A	6-Jul	10-Jul	5	Dubai	\$3,150.00
ML809E	Modern Trends in Supervision	E/A	17-Aug	21-Aug	5	Dubai	\$3,150.00
ML814E	Developing Employee's Loyalty	E/A	13-Apr	17-Apr	5	Dubai	\$3,150.00
ML815E	Change Management	E/A	3-Feb	7-Feb	5	Dubai	\$3,150.00
ML828E	New Trends in Management	E/A	19-Oct	23-Oct	5	Dubai	\$3,150.00
ML829E	Self Development for Management Excellence	E/A	9-Nov	13-Nov	5	Dubai	\$3,150.00
ML833E	Succession Planning and Strategies	E/A	14-Dec	18-Dec	5	Dubai	\$3,150.00
ML834E	From Government Administration to Business	E/A	4-May	8-May	5	Dubai	\$3,150.00
ML838E	Developing Competitive Capabilities	E/A	6-Apr	10-Apr	5	Dubai	\$3,150.00
ML839E	Risk Analysis and Management	E/A	2-Nov	6-Nov	5	Dubai	\$3,150.00
ML840E	Delegation and Empowering for Succession	E/A	16-Mar	20-Mar	5	Dubai	\$3,150.00
ML842E	Models of Management Excellence	E/A	10-Aug	14-Aug	5	Dubai	\$3,150.00

Marketing and Sales

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
MS205E	Dynamic Selling™	E	16-Nov	18-Nov	3	Dubai	\$1,950.00
MS206E	Key Account Management	E	9-Nov	13-Nov	5	Dubai	\$3,150.00
MS207E	Marketing Sales Team Management	E	16-Nov	20-Nov	5	Dubai	\$3,150.00
MS208E	Advanced Selling Skills	E	6-Jul	8-Jul	3	Dubai	\$1,950.00
MS209E	Essential Selling Skills	E	27-Jul	29-Jul	3	Dubai	\$1,950.00
MS210E	Sales Academy	E	2-Nov	6-Nov	5	Dubai	\$3,150.00
MS211E	Successful Telesales	E	7-Dec	9-Dec	3	Dubai	\$1,950.00
MS212E	Advanced Selling Skills for Sales Engineers	E	11-May	15-May	5	Dubai	\$3,150.00
MS303E	The Role of PR in Organizational Identity	E/A	14-Dec	18-Dec	5	Dubai	\$3,150.00
MS305E	Coping with Marketing Crisis	E/A	9-Mar	13-Mar	5	Dubai	\$3,150.00
MS316E	Analysis of Customer Behavior	E/A	27-Jan	31-Jan	5	Dubai	\$3,150.00
MS318E	International Marketing and Export	E/A	11-May	15-May	5	Dubai	\$3,150.00
MS322E	Sales Management	E/A	20-Apr	23-Apr	4	Dubai	\$2,560.00
MS322E	Sales Management	E/A	8-Jun	11-Jun	4	Dubai	\$2,560.00
MS323E	Selling and Marketing Skills	E/A	7-Dec	10-Dec	4	Dubai	\$2,560.00

Project Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
PM201E	Introduction to Project Management	E	17-Feb	21-Feb	5	Dubai	\$3,150.00
PM201E	Introduction to Project Management	E	17-Aug	21-Aug	5	Dubai	\$3,150.00
PM201E	Introduction to Project Management	E	12-Oct	16-Oct	5	Dubai	\$3,150.00
PM202E	Advanced Project Management	E	30-Mar	3-Apr	5	Dubai	\$3,150.00
PM202E	Advanced Project Management	E	20-Jul	24-Jul	5	Dubai	\$3,150.00
PM202E	Advanced Project Management	E	21-Dec	25-Dec	5	Dubai	\$3,150.00
PM203E	Project Management	E	9-Nov	11-Nov	3	Dubai	\$1,950.00

Quality Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
QM300E	Six Sigma Green Belt	E/A	23-Mar	27-Mar	5	Dubai	\$3,150.00
QM202E	Six Sigma Champion	E/A	11-May	14-May	4	Dubai	\$2,560.00
QM204E	Statistical Process Control	E/A	1-Jun	3-Jun	3	Dubai	\$1,950.00
QM205A	Performance Measure (Arabic)	E/A	6-Jul	10-Jul	5	Dubai	\$3,150.00
QM300E	Six Sigma Green Belt	E/A	18-Aug	22-Aug	5	Kuala Lumpur	\$3,150.00

Security Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
SM201E	Security Management	E	7-Dec	11-Dec	5	Dubai	\$3,150.00

Training & Development

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
TD202E	Training Design	E	21-Dec	23-Dec	3	Dubai	\$1,950.00
TD203E	Mentor and Instructor Training	E	30-Mar	1-Apr	3	Dubai	\$1,950.00
TD203E	Mentor and Instructor Training	E	27-Jul	29-Jul	3	Dubai	\$1,950.00
TD203E	Mentor and Instructor Training	E	21-Dec	23-Dec	3	Dubai	\$1,950.00
TD241E	Positive Communication Skills	E/A	3-Feb	6-Feb	4	Dubai	\$2,560.00

Tenders Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
TM201E	Contracts, Claims and Legal Training	E	13-Jul	17-Jul	5	Dubai	\$3,150.00
TM202E	Contractual, Technical and Managerial Skills for Contr	E	20-Jul	24-Jul	5	Dubai	\$3,150.00
TM203E	Drafting Enforceable Contracts Conditions	E	10-Aug	14-Aug	5	Dubai	\$3,150.00
TM204E	Claims Management and Negotiating Win-win Settlements	E	6-Jul	10-Jul	5	Dubai	\$3,150.00
TM205E	Effective Contract Administration Skills	E	12-Oct	16-Oct	5	Dubai	\$3,150.00

Inventory & Materials Management

Course ID	Course Title	Trainer	Start Date	End Date	Days	Location	Training Fees
VM221E	Accounting for Purchasing, Tendering and Inventory	E/A	20-Jan	24-Jan	5	Dubai	\$3,150.00