



Pearson

A Pearson Assured Organisation

Alpha UK Training Public Programmes

Schedule

2018

الجدول التدريبي لعام 2018



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www.alphatraining.co.uk



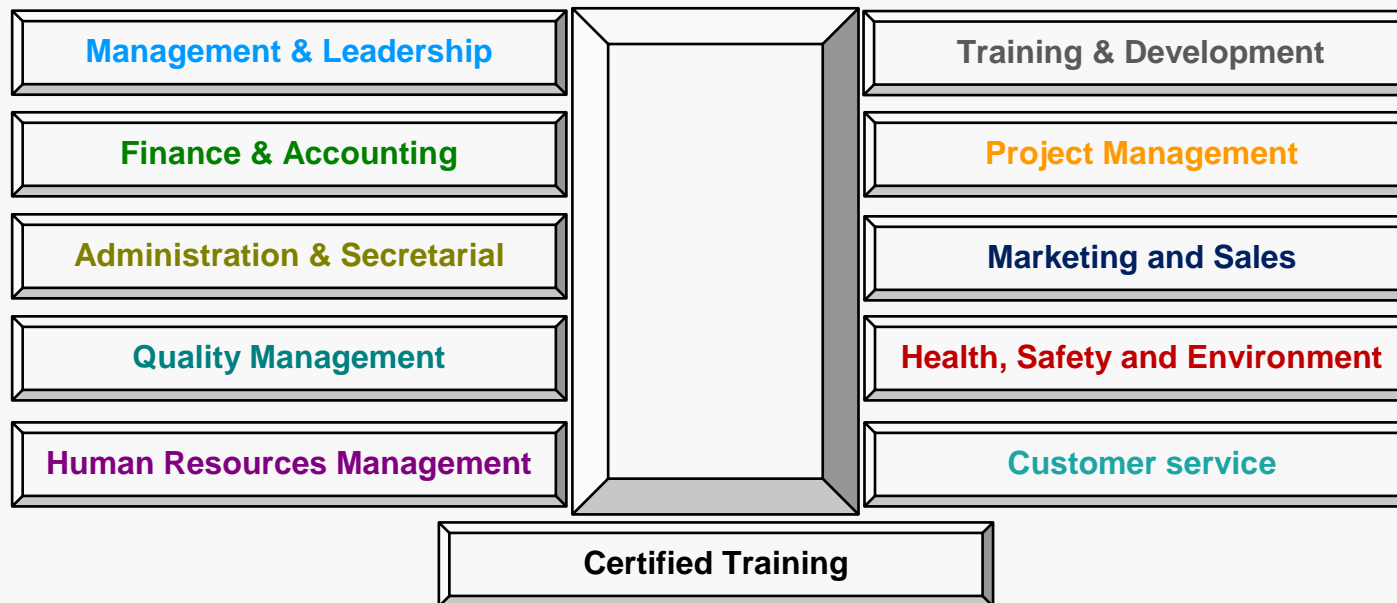
**“We build great people,
who then build great products
and services.”**

Jack Welch, *My Personal History*, 2001

يسر مؤسسة ألفا للتدريب أن تقدم خدماتها في التدريب في أكثر من 300 برنامج ودورة تدريبية في مجالات الإدارة والقيادة وتطوير الأفراد والمؤسسات. جميع هذه الدورات متوفرة باللغتين العربية والإنكليزية ويقدمها مدربون محترفون. كما أن كثيرا من هذه البرامج التدريبية معززة بمقاييس واستبيانات لتقييم أداء الأفراد والمؤسسات. كذلك يمكننا تصميم وتطوير برامج ودورات تدريبية حسب الطلب، وتقديمها في الزمان والمكان المطلوبين.

Alpha Training offers expertise in the design and development and delivery of wide range of management, leadership, and professional training courses. Our Instructor-led courses are designed to support organisational goals and presented by our skilled and dynamic instructors. We have a range of standard courses available, all of which can be tailored to suit your individual needs. All courses can be easily adapted to fit your own requirements.

Programmes Categories



Management & Leadership

The Command, Control and Team Building



1 – 4 July 2018 **4 Days**



Arabic



Dubai



US\$ 2250



ML015A

The Art of Etiquette



5 – 7 Aug 2018 **3 Days**



Arabic



Dubai



US\$ 1750



ML040A

Modern Trends in Government Excellence Models



7 – 11 Oct 2018 **5 Days**



Arabic



Dubai



US\$ 2750



ML073A

Innovation at Work



6 – 8 May 2018 **3 Days**



English



Dubai



US\$ 1750



ML015A

The Power of Conversational Skills and Influencing Others



11 – 14 Feb 2018 **4 Days**



Arabic



Dubai



US\$ 2250



ML079A



11 – 14 Nov 2018 **4 Days**



Arabic



Dubai



US\$ 2250






ML079A

Emotional Intelligence

 25 – 27 Mar 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 ML226A
 4 – 6 Nov 2018 4 Days	 Arabic	 Dubai	 US\$ 1750	 ML226A




Advanced Communication Skills

 4 – 8 Mar 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 ML291A
 9 – 13 Dec 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 ML291A

Strategic Planning

 25 – 27 Mar 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 ML302A
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Change and How to Deal with It

 1 – 3 Apr 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 ML409A
 9 – 11 Dec 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 ML409A

Effective Time Management in the Modern Workplace



25 – 29 Aug 2018 **5 Days**



Arabic



Dubai



US\$ 2750



ML454A

Public Speaking (Become a Professional Speaker)



1 – 3 Apr 2018 **3 Days**



English



Dubai



US\$ 1750



ML462E

Negotiation Skills



15 – 19 Jul 2018 **5 Days**



Arabic



Dubai



US\$ 2750



ML807A

Crisis Management



18 – 22 Mar 2018 **5 Days**



Arabic



Dubai



US\$ 2750



ML864A



23 – 27 Sep 2018 **5 Days**



Arabic



Dubai



US\$ 2750



ML864A

Develop Effective Interpersonal Skills and Body Language



24 – 27 Jun 2018 **4 Days**



Arabic



Dubai





US\$ 2250




ML974A

Finance & Accounting

Advanced Financial Management and Risk Management

 11 – 15 Feb 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA011A
 29 Jul – 2 Aug 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA011A

Financial Planning, Financial Report and Forecasting

 21 – 25 Jan 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA255A
 25 – 29 Nov 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA255A

Finance for Non-Financial Managers

 11 – 15 Mar 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA268A
 16 – 20 Dec 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 FA268A

Administration & Secretarial

Excellence in Secretarial Business

 11 – 15 Mar 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 AS010A
 16 – 20 Dec 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 AS010A

Advanced Office Management

 16 – 20 Sep 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 AS201A
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Business Etiquette

 1 – 3 July 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 AS804A
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Technical Writing for Admin / PA & Secretaries

 4 – 7 Mar 2018 4 Days	 Arabic	 Dubai	 US\$ 2250	 AS814A
 22 – 25 Oct 2018 4 Days	 Arabic	 Dubai	 US\$ 2250	 AS814A

Quality Management

Performance Quality Management

 29 Apr – 1 May 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 QM014A
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Conducting Effective Performance Reviews

 12 – 16 Aug 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 QM301A
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ISO 9001 Introduction & Internal Auditing

 18 – 22 Feb 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 QM320A
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 14 – 18 Oct 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 QM320A
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Continuous Improvement using KAIZEN

 14 – 18 Jan 2018 5 Days	 English	 Dubai	 US\$ 2750	 QM409E
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 23 – 27 Sep 2018 5 Days	 English	 Dubai	 US\$ 2750	 QM409E
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Human Resources Management

How to Motivate your Workforce



2 – 6 Sep 2018 **5 Days**



Arabic



Dubai



US\$ 2750



HR222A

HRD and Human Capital



16 – 20 Dec 2018 **5 Days**



Arabic



Dubai



US\$ 2750



HR227A

Performance Based Management Training



5 – 9 Aug 2018 **5 Days**



Arabic



Dubai



US\$ 2750



HR230A

Balanced Scorecard



5 – 9 Aug 2018 **5 Days**



English



Dubai



US\$ 2750



HR245A



16 – 20 Dec 2018 **5 Days**



English



Dubai



US\$ 2750



HR245A

Behavioural Interviewing Techniques



11 – 15 Nov 2018 **5 Days**



Arabic



Dubai



US\$ 2750



HR311A

Training & Development

Job Hunting and Recruitment

 14 – 18 Jan 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 TD103A
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Training Needs Analysis and Return on Investment

 4 – 8 Feb 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 TD311A
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 25 – 29 Nov 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 TD311A
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Professional Presentation Skills

 8 – 11 Apr 2018 4 Days	 Arabic	 Dubai	 US\$ 2250	 TD326A
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Project Management




Understanding Project Management

 4 – 6 Feb 2018 3 Days	 English	 Dubai	 US\$ 1750	 PM203E
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 25 – 27 Aug 2018 3 Days	 English	 Dubai	 US\$ 1750	 PM203E
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Marketing and Sales

Product Planning and Development

 11 – 15 Feb 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 MS307A
 2 – 6 Sep 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 MS307A

Skills for Conference and Exhibition Organization



 1 – 5 Apr 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 MS314A
 25 – 29 Nov 2018 5 Days	 Arabic	 Dubai	 US\$ 2750	 MS314A

Effective Marketing Communication Strategies

 22 – 24 Jul 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 MS339A
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Health, Safety and Environment (HSE)

Basic Fire Safety

 1 – 3 Feb 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 HS201A
 28 – 30 Oct 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 HS201A

Health and Safety at the Workplace

 24 – 26 Apr 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 HS212A
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Customer Service

Customer Service and Dealing with Difficult People

 16 – 18 Sep 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 CS011A
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Happiness of Customers

 18 – 20 Feb 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 CS013A
 15 – 17 Oct 2018 3 Days	 Arabic	 Dubai	 US\$ 1750	 CS013A

Certified Training














Train the Trainer Programme TTP

 24 – 29 Mar 2018 6 Days	 Arabic	 Dubai	 US\$ 5500	 CT610A
 21 – 26 Apr 2018 6 Days	 Arabic	 Dubai	 US\$ 5500	 CT610A
 5 – 10 May 2018 6 Days	 English	 Dubai	 US\$ 5500	 CT610A
 28 Jul – 2 Aug 2018 6 Days	 Arabic	 Dubai	 US\$ 5500	 CT610A
 1 – 6 Sep 2018 6 Days	 Arabic	 Dubai	 US\$ 5500	 CT610A
 3 – 8 Nov 2018 6 Days	 Arabic	 Dubai	 US\$ 5500	 CT610A

 [Download Brochure](#)



Certified Master Trainer MTP

 17 – 21 Jun 2018 5 Days	 Arabic	 Dubai	 US\$ 5500	 CT710A
 5 – 9 Aug 2018 5 Days	 Arabic	 Dubai	 US\$ 5500	 CT710A
 23 – 27 Dec 2018 5 Days	 Arabic	 Dubai	 US\$ 5500	 CT710A

 [Download Brochure](#)



Multiple Assessment Profile System (MAPS)
















 25 – 27 Feb 2018 3 Days	 Arabic	 Dubai	 US\$ 5500	 CT301A
 29 Apr – 1 May 2018 3 Days	 Arabic	 Dubai	 US\$ 5500	 CT301A
 8 – 10 Jul 2018 3 Days	 English	 Dubai	 US\$ 5500	 CT301A
 9 – 11 Dec 2018 3 Days	 Arabic	 Dubai	 US\$ 5500	 CT301A



Download
Brochure

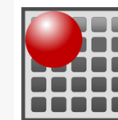


Advanced Decision Making (ADM)

 1 – 4 Apr 2018 4 Days	 Arabic	 Dubai	 US\$ 5500	 CT660A
 26 – 29 Aug 2018 4 Days	 Arabic	 Dubai	 US\$ 5500	 CT660A
 28 – 31 Oct 2018 4 Days	 English	 Dubai	 US\$ 5500	 CT660A



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Brochure



Contact Us

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Sunday to Thursday

9:00 AM to 6:00 PM

Location

