

1ST QUARTER- 2020

COURSE	JANUARY- JULY 2020	VENUE
Advanced Office Management	15 th – 22 nd January, 2020	DUBAI
Result Based Monitoring ,Evaluation & Performance	15 th – 22 nd January, 2020	USA
Monitoring and Evaluation Performance	15 th – 22 nd January, 2020	USA
Budgeting & Financial Management	15 th – 22 nd January, 2020	CANADA
Quality Assurance	16 th -25 th January, 2020	UNITED STATES
Technical Report Writing	16 th -25 th January, 2020	UNITED ARAB EMIRATES
Agile Risk Management for IT Professional	16 th -25 th January, 2020	UK
Leading & Managing Strategy	16 th -25 th January, 2020	UNITED STATES
International Financial Reporting Standards	20 th -29 th January, 2020	CANADA/UK

Results Based Creative Thinking for protocol officers & PA's	20 th -29 th January, 2020	UK/ Canada
Leadership and Management	20 th -29 th January, 2020	UNITED KINGDOM
Effective Leadership And Team Building	22 nd -31 st January, 2020	UNITED ARAB EMIRATES
Procurement and Contract Management	22 nd -31 st January, 2020	MALAYSIA
Competence Development Masterclass for Administrators & Secretaries	22 nd -31 st January, 2020	UNITED ARAB EMIRATES
Agile Project Management / PM Essential	22 nd -31 st January, 2020	UNITED STATES
Leadership and Management Skills	28 th January– 6 th February 2020	UNITED ARAB EMIRATES
Customer Service And Business Communication	28 th January– 6 th February 2020	UNITED STATES
Effective Procurement Management System	28 th January– 6 th February 2020	UNITED ARAB EMIRATES
Human Resource Management	28 th January– 6 th February 2020	UNITED STATES

Result Based Management and Performance	4 th – 13 th February 2020	CANADA
HR and Business Analytical	4 th – 13 th February 2020	UNITED STATES
Coaching and Mentoring	4 th – 13 th February 2020	UNITED STATES
Succession Planning	4 th – 13 th February 2020	CANADA
Certified Ethical Hacker	18 th – 27 th February 2020	CANADA
IT Security Governance	18 th – 27 th February 2020	CANADA
Leadership Development For Public Official	18 th – 27 th February 2020	UNITED ARAB EMIRATES
Human Resource Analytics	18 th – 27 th February 2020	MALAYSIA/DUBAI
Strategic Internal Auditing	19 th – 28 th February 2020	UNITED STATES
Internal Audit Control	19 th – 28 th February 2020	UNITED ARAB EMIRATES
IT Audit	19 th – 28 th February 2020	UNITED STATES
Leadership & Results Based Creative Thinking	25 th February – 5 th March 2020	CANADA

Results-Based Creative Thinking For Personal Assistants	25 th February– 5 th March 2020	UNITED ARAB EMIRATES
Quality Management Systems	25 th February– 5 th March 2020	UNITED KINGDOM
Advanced Office Management	25 th February– 5 th March 2020	UNITED STATES
Advanced Negotiation And Influencing Skills	10 th – 19 th March 2020	UNITED KINGDOM
Cyber Security	10 th – 19 th March 2020	UNITED KINGDOM
HR & Business Analytical	10 th – 19 th March 2020	CANADA
Building Self-Esteem & Assertiveness	10 th – 19 th March 2020	UNITED KINGDOM
Critical Thinking And Problem Solving	17 th – 26 th March 2020	SOUTH AFRICA

Effective Corporate Governance For Senior Executives	17 th – 26 th March 2020	UNITED ARAB EMIRATES
Project Risk Management & Performance M&E	17 th – 26 th March 2020	UNITED STATES
Finance For Non-Finance Managers	17 th – 26 th March 2020	UNITED ARAB EMIRATES
Competence Development Masterclass for Administrators & Secretaries	24 th March – 2 nd April 2020	CANADA
Financial Risk Management	24 th March – 2 nd April 2020	UNITED ARAB EMIRATES
Performance Appraisal and Leadership	24 th March – 2 nd April 2020	SOUTH AFRICA
Strategy, Risks Negotiation & Client Management	24 th March – 2 nd April 2020	UNITED ARAB EMIRATES
Procurement and Managing Suppliers	7 th – 16 th April 2020	MALAYSIA

Project Management Professional(PMP)	7 th – 16 th April 2020	UNITED STATES
Results-Based Monitoring And Evaluation	7 th – 16 th April 2020	CANADA
International Financial Reporting Standards (IFPRS)	7 th – 16 th April 2020	UNITED KINGDOM
Results-Based Management Performance	14 th – 23 rd April 2020	UNITED ARAB EMIRATES
Mastering Secretarial And Administrative Procedure	14 th – 23 rd April 2020	UNITED ARAB EMIRATES
Customer Service Management	14 th – 23 rd April 2020	UNITED STATES
Strategy Execution/Implementation with Performance Management	14 th – 23 rd April 2020	SOUTH AFRICA
Effective And Efficient Management Of Parliamentary Committees	21 st – 30 th April 2020	UNITED ARAB EMIRATES

Coaching and Mentoring	21 st – 30 th April 2020	MALAYSIA
Intensive Communication And Public Relations	21 st – 30 th April 2020	UNITED STATES
Parliamentary Procedures, Legislative Drafting & Management	21 st – 30 th April 2020	UNITED KINGDOM
Monitoring And Evaluation – Performance M&E	5 th - 14 th May 2020	SOUTH AFRICA
Network and Information Security	5 th - 14 th May 2020	UNITED ARAB EMIRATES
Protocol, Public Relations And Events Management	5 th - 14 th May 2020	UNITED STATES
Succession Planning	12 th -21 st May 2020	UNITED ARAB EMIRATES
Maintenance Management & Technical Report Writing	12 th -21 st May 2020	UNITED KINGDOM
Result Based Management and Performance	12 th -21 st May 2020	SOUTH AFRICA

Effective Leadership And Team Building	19 th – 28 th May 2020	UNITED STATES
Public Financial Management	19 th – 28 th May 2020	UNITED STATES
Strategic Planning & Effective Decision Making	19 th – 28 th May 2020	SOUTH AFRICA
Advanced Skill Development For Administrators and PA'S	26 th May – 4 th June 2020	UNITED STATES
Human Resource And Management Development	26 th May – 4 th June 2020	UNITED ARAB EMIRATES
Capital Budgeting And Financial Management	26 th May – 4 th June 2020	MALAYSIA
Change And Transition Management	9 th – 18 th June 2020	UNITED STATES
Customer Service And Business Communication Strategy	9 th – 18 th June 2020	UNITED STATES

Internal Audit And Project Control	9 th – 18 th June 2020	UNITED KINGDOM
(PPP) Corruption, Control and Conflict	16 th – 25 th June 2020	SOUTH AFRICA
Contract Management & Disbursement Mentoring	16 th – 25 th June 2020	UNITED ARAB EMIRATES
ITIL FOUNDATION 2011	16 th – 25 th June 2020	UNITED STATES
AGILE Project Management	16 th – 25 th June 2020	UNITED KINGDOM
Human Resource & Employee Relations	23 rd June – 2 nd July	UNITED KINGDOM
(PPP) Financial Analysis for Infrastructural Projects	23 rd June – 2 nd July	CANADA
Pension Scheme Management	23 rd June – 2 nd July	UNITED KINGDOM

Results-based Performance Management	7 th – 16 th July 2020	SOUTH AFRICA
(PPP) Project Management Implementation	7 th – 16 th July 2020	UNITED ARAB EMIRATES
Strategic Information Technology	7 th – 16 th July 2020	UNITED STATES
Internal Audit & Control	14 th – 23 rd July 2020	UNITED ARAB EMIRATES
Advanced IT Audit	14 th – 23 rd July 2020	CANADA
Procurement Contract Management	14 th – 23 rd July 2020	UNITED ARAB EMIRATES
Financial Risk Management	14 th – 23 rd July 2020	UNITED KINGDOM
Advanced Project Management	21 st – 30 th July 2020	UNITED STATES

Advanced Office Management And Administrative Skills	21 st – 30 th July 2020	UNITED KINGDOM
Procurement Contract Management	21 st – 30 th July 2020	UNITED KINGDOM
Financial Risk Management	21 st – 30 th July 2020	CANADA

