

**KNOWLEDGE TREE INTERNATIONAL INSTITUTE, LLC  
UPCOMING TRAINING SCHEDULE, 2023**

PROGRAMME	DATE	VENUE
<b>SEPTEMBER – DECEMBER, 2023</b>		
Directing and Managing Organizational Strategy	11 <sup>th</sup> – 22 <sup>nd</sup> September, 2023	USA
High Impact Secretarial Skills and Administrative Procedures with Emphasis on work Ethics	18 <sup>th</sup> – 29 <sup>th</sup> September, 2023	DUBAI
Leadership and Strategic Management	25 <sup>th</sup> September - 3 <sup>rd</sup> October, 2023	DUBAI
Employee Relations, Motivation, Grievances and Discipline	25 <sup>th</sup> - 29 <sup>th</sup> September, 2023	DUBAI
High Impact Secretarial Skills and Administrative Procedures with Emphasis on work Ethics	3 <sup>rd</sup> – 15 <sup>th</sup> October, 2023	DUBAI
Leadership and Strategic Management	16 <sup>th</sup> – 27 <sup>th</sup> October, 2023	DUBAI
Digital Transformation in the Energy Sector	16 <sup>th</sup> October – 3 <sup>rd</sup> November, 2023	CANADA
Results-Based Management & Performance	30 <sup>th</sup> October – 10 <sup>th</sup> November, 2023	USA
Effective Management Skills for Managers and Supervisors	30 <sup>th</sup> October – 10 <sup>th</sup> November, 2023	USA
Leadership and Strategic Management	6 <sup>th</sup> -17 <sup>th</sup> November, 2023	DUBAI
Digital Transformation in the Energy Sector	6 <sup>th</sup> -24 <sup>th</sup> November, 2023	CANADA
Customer Compliant System: A Toolkit for Customer Service Improvement	6 <sup>th</sup> -17 <sup>th</sup> November, 2023	CANADA

<b>Transforming HR Functions and Approaches</b>	<b>6<sup>th</sup> -17<sup>th</sup> November, 2023</b>	<b>CANADA</b>
<b>Public Financial Management: Issues and Solutions</b>	<b>6<sup>th</sup> -17<sup>th</sup> November, 2023</b>	<b>CANADA</b>
<b>High Impact Secretarial Skills and Administrative Procedures with Emphasis on work Ethics</b>	<b>19<sup>th</sup> -30<sup>th</sup> November, 2023</b>	<b>DUBAI</b>
<b>Risk-based Internal Audit</b>	<b>20<sup>th</sup> -30<sup>th</sup> November, 2023</b>	<b>USA</b>
<b>Leadership &amp; Strategic Management</b>	<b>4<sup>th</sup> -15<sup>th</sup> December, 2023</b>	<b>DUBAI</b>
<b>High Impact Secretarial Skills and Administrative Procedures with Emphasis on work Ethics</b>	<b>11<sup>th</sup> - 22<sup>nd</sup> December, 2023</b>	<b>DUBAI</b>