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INTERNATIONAL INSTITUTE LLC
... building professional talents ...

2025 FOREIGN TRAINING BROCHURE

We provide quality professional training, management consultancy and skills development programs

We run training in the following countries and more....



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MESSAGE FROM THE CEO

Dear Distinguished Clients and Development Partners,

Knowledge Tree International Institute (KTI) is a management consultancy established with a mission to design and continuously provide quality, affordable training, skills development and professional consultancy; using cutting edge approaches to identify and satisfy the real developmental educational needs of our distinguished clientele. I take this opportunity to thank you for considering us to be part of your capacity development endeavors. As the CEO of KTI, I am privileged to be a part of this all-important stakeholder collaboration.

We want to make the overall journey of clients more delightful and a much more accessible experience. We strongly believe that the success of an organization is not just based on the profits measured in numbers, but also the quality, service standards and customer satisfaction, and of course, how well we deliver on our promises. For us, creating a sustainable business, by meeting the expectations of our clients and our partner institutions, is more important than anything else.

Our international presence, in the USA, the UK, Canada, the UAE, Singapore, Switzerland, Malta, South Africa, Malaysia, Denmark, and Ghana, affords our clients the opportunity to develop new business/working relationships through effectual networking, knowledge sharing and possibilities of having locally-based foreign organizations within the various countries we operate. We are making preparations to stretch our exceptional capabilities to other global destinations as well. One key benefit we always assure of is the fact that, common knowledge in a foreign territory could sometimes become new knowledge within a local setting; thereby giving the acquiring organization a better competitive advantage.

Being an outcome-oriented professional training and management consultancy, it is our duty to ensure we consistently provide genuine knowledge to our clients and to co-create a practical environment where future possibilities are highly achievable. I am privileged to be the leader of our highly dedicated and committed team. We maintain our focus toward unwaveringly achieving that deserved service excellence in the multidisciplinary fields that we continue to serve.

Our indefatigable customer-centric staff are empowered with the capability and flexibility to deal professionally with each client's requirements. In our commitment to finding the most applicable and mutually desirable solution and business value, we customize our approach, systems and processes not only from client to client, but also among the various institutions, while keeping the underlying principles common.

One thing, I must acknowledge here is, we do not offer or assure the term 100% Guaranteed in any of our services but with you as a development partner, synergistically, we together improve, exponentially increase and sustain our chances of success on a continuous basis.

To talk about success, we view its possibility therefore from our clients' perspective and critically assess the overall feasibility towards performance. If you ever decide to give wings to your dream of career advancement, entrepreneurial growth, organizational learning/business transformation, and human resource capacity development, you are most welcome.

Thank you for considering KTI for your Learning and Capacity Development needs. At the end of the day, your satisfaction summarizes our success story.

KTI – Education You Can Trust



BRIEF INTRODUCTION OF KNOWLEDGE TREE INTERNATIONAL INSTITUTE (KTI) LLC.

Knowledge Tree International Institute (KTI), LLC, which is registered and based in the United States of America (USA) and Canada respectively, delivers professional training and management consultancy in diverse disciplines, as well as equipping and enriching our corporate and individual clients with requisite human resource soft skills to enable them manage and sustain their efforts and drive towards business success. We currently run our international conferences in the USA, the UK, Canada, the UAE (Dubai), Singapore, Switzerland, Malta, South Africa, Malaysia, Denmark, and Ghana.

Our flexibility in delivering quality service allows us to adapt to the specific needs of our clients towards meeting and satisfying their requirements. In short, we try to get it done right the first time.

Over the years, we have been consistent with our mandate of providing professional training and management consultancy to both private and public organizations around the globe. We hold a unique reputation for delivering on our promises, and our clients' evaluation of our service delivery has always kept us on track to ensure we never compromise on the business value we continue to provide.

We focus primarily on understanding the real needs of our distinguished clients and work concretely with our clients towards achieving the intended business value. We believe strongly in the synergy for enhancing Success by always maintaining a two-way approach to achieving excellence - in other words, we make it possible together with you.

OUR VISION, MISSION & VALUES

Our Vision is to be the best and most preferred professional training and management consultancy, and education provider, globally.

Our Mission is to design and continuously provide quality, affordable training, skills development and professional consultancy; using cutting-edge approaches to identify and satisfy the real developmental educational needs of our cherished clientele. Our Values come from within and reflect what we stand for.

Employees everywhere at KTI act out our special values every single day. The set of values acts as a guide in the everyday life, as well as the basis of big and small decisions, and makes up our common platform.

CAPABILITY STATEMENT

We offer a rich mixture of state-of-the-art theoretical insights and practical experiences of working in interdisciplinary projects and through our networks and professional interactions with policy-makers, civil society and entrepreneurs. Our highly interactive training methods stimulate participants to reflect and share their experiences to generate new insights. Our courses build directly on the experience and expertise of our staff, consultants and distinguished clients across varied disciplines. KTI offers a wide range of programs that have been streamlined to serve as valuable solutions for the benefit of organizations that patronize them.

KTI mostly prefer the face-to-face interactive approach during facilitation. We deliver through presentations, case studies, and sharing interactive and related real-life experiences. This is to enhance greater absorption and a feel of the practicality of our programs. We offer user trainings to corporate organizations and private individuals to attain a proficient level of expertise in the usage of relevant tools and platforms.

We are proud to be one of the leading educational providers of choice for many top and influential global companies. With an interactive and friendly atmosphere aimed at generating realistic and practical ideas, we focus on assisting organizations and individuals to make managerial and operational level decisions that result in permanent solutions to challenging business-related situations.

We focus on meeting clients' requirements and delivering business value to organizations. Therefore, we promote value-added efforts, through quality and effective training and present workable best practices for our clients. In short, we put our clients first. At KTI, we are noted for providing 'Education you can trust'. We have the expertise, and we exhibit it through our professionalism and commitment to delivering quality constantly.



ABOUT US

"LEARNING HAS NO TIME OR AGE".

This aphorism/epigram about learning has over the years, stood the test of time and here in Knowledge Tree International Institute, LLC, we have taken the mandate to see to it that professionals remain relevant in and out of their various fields or areas of expertise.

With our years of experience in training professionals, from both the private and public sectors, (individuals or organizations), we have a history of increased efficiency and quality service delivery.

Our versatile training programs and training techniques seek to capture the needed knowledge and information couched to meet the very needs of our cherished clients coming from diverse backgrounds.

Most of our training Methods include intensive classroom sessions, group presentations, thought-provoking exercises, as well as organized tours of notable landmarks. This helps transfer the needed information as required/expected by our clients.

OUR STYLE

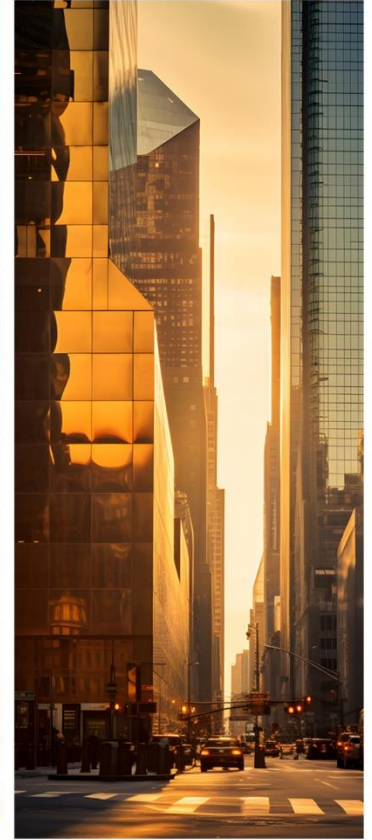
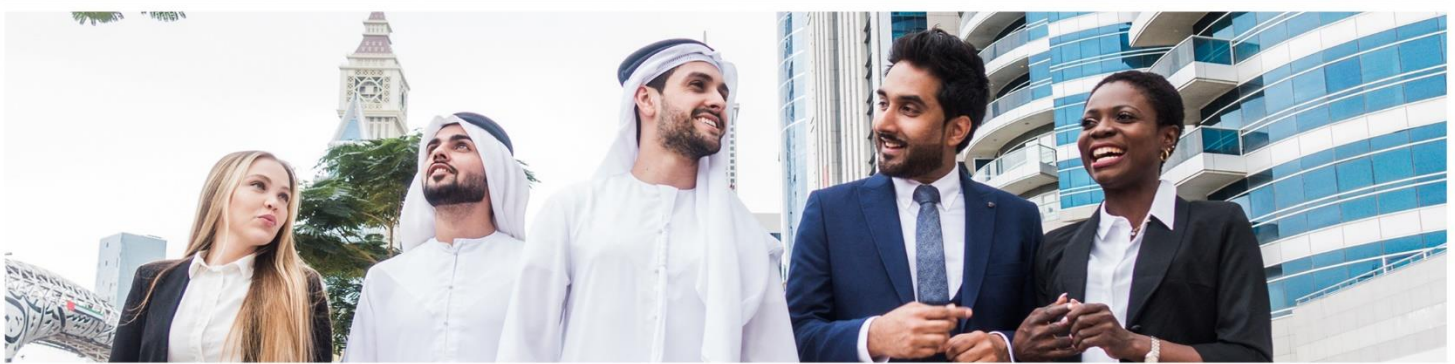
In KTI, quality, excellence and professionalism are our hallmark and these are our features that are unassailable. We therefore delight ourselves in serving our participants with nothing but the best training experience. Our training sessions are very educative, informative and has a little touch of fun activities.

We have ultramodern training facilities where our training sessions are held.

Our Facilitators are top notch, with expert knowledge in diverse disciplines, satisfying our cherished clients with the best educational/developmental needs, coupled with practical examples that are applicable to various work/project environment.

Our mode of delivery, which includes; PowerPoint presentations, interactive presentations and tutorials, debates, discussions and sharing of practical insights, quizzes and case studies, makes training with us very comprehensive and Beneficial/valuable.





We run training in the following countries and more...





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TRAINING PROGRAMS
2025

ADMINISTRATIVE & SECRETARIAL



ADMINISTRATIVE AND SECRETARIAL TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
AS001	HR Administration Skills	20 th – 31 st January, 2025 3 rd – 14 th February, 2025	10 Days	Dubai/ Singapore Malaysia
AS002	Advanced Executive Office Administration and Secretarial Skills	3 rd – 14 th February, 2025 21 st July – 1 st Aug. 2025	10 Days	Switzerland USA/ Dubai
AS003	The Highly Productive and Effective Administrator	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	UK/ Canada Dubai/ USA
AS004	Mastering Secretarial and Administrative Procedures	1 st – 14 th April, 2025 2 nd – 13 th June, 2025	10 Days	UK/ Dubai Singapore/ USA
AS005	Competency Development Masterclass for Administrators and PA's	21 st April – 2 nd May, 2025 21 st July – 1 st Aug, 2025	10 Days	Canada/ Dubai South Africa/ USA
A006	The Executive/PA Masterclass	5 th – 16 th May, 2025 8 th – 19 th September, 2025	10 Days	UK/ Canada Dubai/ Singapore
AS007	Building Self Esteem & Assertiveness Skill For PRs	12 th – 23 rd May, 2025 6 th – 17 th October, 2025	10 Days	Canada/ UK Dubai/ USA
AS008	Mastering Public Relations and Protocol Management	9 th – 20 th June, 2025 13 th – 24 th October, 2025	10 Days	USA/ South Africa Canada/ USA
AS009	Project Management for Administrators and Secretaries	10 th – 21 st February, 2025 10 th – 21 st February, 2025	10 Days	Sgapore/ UK USA/ Dubai
AS010	Document Control and Records Management	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	USA / Dubai UK/ South Africa

ADMINISTRATIVE AND SECRETARIAL TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
AS011	Problem Solving and Decision Making	20 th – 31 st January, 2025 3 rd – 14 th February, 2025	10 Days	Dubai/ Singapore Malaysia
AS012	Efficient Administrative Skills	23 rd June – 4 th July, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ USA UK/ Canada
AS013	Essential Management Skills for Secretaries and Administrators	28 th July – 8 th Aug, 2025 13 th – 24 th October, 2025	10 Days	South Africa/ USA Canada/ Dubai
AS014	Advanced Skills Development for Administrators, Secretaries and PAs	7 th – 18 th July, 2025 17 th – 28 th November, 2025	10 Days	Singapore/ UK USA/ Dubai
AS015	Advanced Masterclass in Administration and Office Management	21 st July – 1 st Aug, 2025 13 th – 24 th October, 2025	10 Days	Dubai/ USA UK/ Canada
AS016	The Efficient and Highly Productive Administrator	28 th July – 8 th Aug, 2025 1 st – 12 th December, 2025	10 Days	USA/Canada Dubai/ UK
AS017	Critical Thinking and Creative Problem Solving	10 th – 21 st February, 2025 10 th – 21 st March, 2025	10 Days	UK/ Dubai Switzerland
AS018	Results-Based Creative Thinking for Personal Assistants	20 th – 31 st January, 2025 3 rd – 14 th February, 2025	10 Days	Dubai/ Singapore UK/ Malaysia
AS019	Administration and Office Management: Best Practices and Technologies	20 th – 31 st October, 2025 24 th Nov – 5 th Dec, 2025	10 Days	USA/ Dubai Singapore/ UK
AS020	Secretarial & Personal Assistant Skills Development	3 rd – 14 th November, 2025 1 st – 12 th December, 2025	10 Days	UK/ Canada Singapore/ USA



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BANKING & ACCOUNTING



BANKING AND ACCOUNTING TRAINING PROGRAMS

CODE	PROGRAM	DATE	DURATION	LOCATION
BA001	Banking and Accounting Strategies and Management	20 th – 31 st January, 2025 13 th – 24 th October, 2025	10 Days	Dubai/ Singapore UK/ Malaysia
BA002	Emerging Technologies and Innovations in the Banking Sector	27 th Jan, – 7 th Feb, 2025 16 th – 27 th June, 2025	10 Days	UK/ Dubai Canada/ USA
BA003	Investment and Risk Management	10 th – 21 st February, 2025 8 th – 19 th September, 2025	10 Days	USA/Canada Dubai/ UK
BA004	Financial Accounting and Reporting	28 th April, – 9 th May, 2025 16 th – 27 th June, 2025	10 Days	Canada/ USA UK/ Dubai
BA005	Banking Procedures and Financing	24 th Feb, – 7 th Mar, 2025 13 th – 24 th October, 2025	10 Days	Dubai/USA UK/ Canada
BA006	Public Financial Management: Issues and Solutions	3 rd – 14 th March, 2025 25 th Aug, – 5 th Sept, 2025	10 Days	Canada/ Dubai Singapore/ UK
BA007	Book Keeping and Managing Records in Banks and Financial Institutions	17 th – 28 th March, 2025 6 th – 17 th October, 2025	10 Days	UK/ Canada Dubai/ USA
BA008	Integrated Financial Management Systems: Strategy and Implementation	24 th Mar – 4 th April, 2025 25 th Aug, – 5 th Sept, 2025	10 Days	Dubai/ USA UK/ Canada
BA009	Strategic Planning in Modern Banking Setup	31 st Mar – 11 th April, 2025 28 th July – 8 th Aug, 2025	10 Days	Canada/ UK USA/ Dubai
BA010	Corporate Credit Analysis	7 th – 18 th April, 2025 27 th Oct, – 7 th Nov, 2025	10 Days	Canada/ UK Dubai/ USA

BANKING AND ACCOUNTING TRAINING PROGRAMS

CODE	PROGRAM	DATE	DURATION	LOCATION
BA011	Forensic Accounting and Fraud Control	14 th – 25 th April, 2025 28 th July – 8 th Aug, 2025	10 Days	UK/Dubai Canada/ USA
BA012	FinTech - Fundamentals of Blockchain for Banks and Financial Institutions	5 th – 16 th May, 2025 8 th – 19 th September, 2025	10 Days	USA/ Dubai Singapore/ UK
BA013	Executive Leadership for Women in Banking	16 th – 27 th June, 2025 10 th – 21 st November, 2025	10 Days	USA/Canada Canada/ UK
BA014	Accounts Payable: Accounting and Management Best Practices	26 th May – 6 th June, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ USA UK / Canada
BA015	Risk Management for Credit Analysts	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	Dubai/ USA Canada/ UK
BA016	Key Account Management Skills	9 th – 20 th June, 2025 11 th – 22 nd August, 2025	10 Days	UK/ Dubai Canada/ USA
BA017	Loan/Grant Negotiation and Evaluation	7 th – 18 th July, 2025 17 th – 28 th November, 2025	10 Days	USA/ Canada Dubai/ UK
BA018	Sales and Marketing for Relationship Managers	21 st July – 1 st Aug. 2025 13 th – 24 th October, 2025	10 Days	Dubai/ USA UK/ Canada
BA019	Effective Treasury Management and Control	11 th – 22 nd August, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Singapore/ USA
BA020	Accounts Payable Master Class	1 st – 12 th September, 2025 3 rd – 14 th November, 2025	10 Days	South Africa/ USA Canada/ UK



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AGRICULTURAL DEVELOPMENT & SUSTAINABILITY



AGRICULTURAL DEVELOPMENT & SUSTAINABILITY TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AD001	Agricultural Development Management	20 th – 31 st January, 2025 8 th – 19 th September, 2025	10 Days	USA/ South Africa Canada/ USA
AD002	Integrated Natural Resource Management	10 th – 21 st February, 2025 8 th – 19 th September, 2025	10 Days	Canada/ UK Dubai/ USA
AD003	Poverty Alleviation: Challenges, Policies and Strategies	3 rd – 14 th February, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ Malaysia UK/ Singapore
AD004	Managing Sustainable Rural Development	17 th – 28 th February, 2025 6 th – 17 th October, 2025	10 Days	USA/Dubai Canada/ UK
AD005	Public Policies and Rural Development in Africa	10 th – 21 st March, 2025 7 th – 18 th July, 2025	10 Days	Canada/ USA Dubai/ UK
AD006	Decentralization and Urban Infrastructure Management	31 st Mar – 11 th April, 2025 7 th – 18 th July, 2025	10 Days	Canada/ UK Dubai/ USA
AD007	Advanced Agricultural Projects Management Strategies	21 st April– 2 nd May, 2025 17 th – 28 th November, 2025	10 Days	Dubai/ UK USA/ Canada
AD008	Participatory Planning, Monitoring and Development	5 th – 16 th May, 2025 22 nd Sept, – 3 rd Oct, 2025	10 Days	Canada/ UK Dubai/ USA
AD009	Strategies for Poverty Reduction and Sustainable Development	19 th – 30 th May, 2025 3 rd – 14 th November, 2025	10 Days	Dubai/ USA UK/ Canada
AD010	Rural Development and Extension Management	2 nd – 13 th June, 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai USA/ Singapore

AGRICULTURAL DEVELOPMENT & SUSTAINABILITY TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AD012	Land Governance for Sustainable Development	9 th – 20 th June, 2025 13 th – 24 th October, 2025	10 Days	USA/ South Africa Canada/ USA
AD013	Sustainable Agriculture and Rural Development	9 th – 20 th June, 2025 13 th – 24 th October, 2025	10 Days	Canada/ Dubai South Africa/ USA
AD014	Agriculture Innovation and Technology for Sustainable Development	16 th – 27 th June, 2025 15 th – 26 th September, 2025	10 Days	UK/ Canada Dubai/ Singapore
AD015	Agricultural Credit Analysis and Risk Management	30 th May – 11 th July, 2025 1 st – 12 th September, 2025	10 Days	Canada/ UK Dubai/ USA
AD016	Agricultural Irrigation Technologies	21 st July – 1 st Aug, 2025 17 th – 28 th November, 2025	10 Days	USA/ South Africa Canada/ USA
AD017	Advanced Data Management and Analysis for Agriculture	4 th – 15 th August, 2025 10 th – 21 st November, 2025	10 Days	Singapore/ UK USA/ Dubai
AD018	Result-Based Monitoring and Evaluation of Agricultural Projects	1 st – 12 th September, 2025 8 th – 19 th December, 2025	10 Days	USA / Dubai UK/ South Africa
AD019	Food Security Analysis Masterclass	6 th – 17 th October, 2025 10 th – 21 st November, 2025	10 Days	Singapore/ UK USA/ Dubai
AD020	Agricultural Machinery and Equipment Management	3 rd – 14 th November, 2025 1 st – 12 th December, 2025	10 Days	USA/ Dubai Dubai/ UK



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AUDITING, GOVERNANCE, RISK & COMPLIANCE



AUDITING, GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AC001	Advanced Governance, Risk and Compliance (GRC)	20 th – 31 st January, 2025 3 rd – 14 th February, 2025	10 Days	Dubai/ Singapore UK/ Malaysia
AC002	Forensic Accounting and Fraud Control	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai USA/ Singapore
AC003	Anti-Money Laundering	10 th – 21 st February, 2025 11 th – 22 nd August, 2025	10 Days	USA/ South Africa Canada/ USA
AC004	Foreign Exchange, Money Markets and Derivatives	17 th – 28 th February, 2025 15 th – 26 th September, 2025	10 Days	UK/ Dubai Dubai/ Singapore
AC005	Operational Risk Management	24 th Feb, – 7 th Mar, 2025 25 th Aug, – 5 th Sept, 2025	10 Days	Canada/ UK Dubai/ USA
AC006	Internal Audit Essentials	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	UK/ Dubai Dubai/ Singapore
AC007	High Impact Internal Audit & Leadership	10 th – 21 st March, 2025 14 th – 25 th July, 2025	10 Days	Canada/ Dubai USA/ Singapore
AC008	Corporate Governance: Principles, Policies and Best Practices	17 th – 28 th March, 2025 8 th – 19 th September, 2025	10 Days	USA/ Canada UK/ Dubai
AC009	Fraud Detection and Prevention for the Insurance Industry	12 th – 23 th May, 2025 10 th – 21 st November, 2025	10 Days	Canada/ UK Dubai/ USA
AC010	Internal Control: Compliance, Operational and Financial	9 th – 20 st June, 2025 6 th – 17 th October, 2025	10 Days	UK/ Dubai USA/ Singapore

AUDITING, GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AC011	Report Writing for the Internal Auditor	14 th – 25 th July, 2025 10 th – 21 st November, 2025	10 Days	South Africa/ USA Dubai/ Canada
AC012	Risk Assessment and Stress Management	28 th July – 8 th Aug, 2025 1 st – 12 th December, 2025	10 Days	USA/ South Africa Dubai/ Singapore
AC013	Risk-Based Internal Audit	23 rd June– 4 th July, 2025 8 th – 19 th December, 2025	10 Days	UK/ Switzerland USA/ Canada
AC014	Enterprise Risk Management	18 th – 29 th September, 2025 17 th – 30 th December, 2025	10 Days	Canada/ UK Dubai/ USA
AC015	Advanced IT Audit	18 th – 19 th August, 2025 10 th – 21 st November, 2025	10 Days	Singapore/ UK USA/ Dubai
AC016	Risk Mitigation Strategy	19 th – 30 th August, 2025 17 th –28 th November, 2025	10 Days	USA/ Dubai Dubai/ UK
AC017	Governance, Risk & Compliance Management and Integrated Assurance	16 th – 27 th June, 2025 15 th – 26 th December, 2025	10 Days	Singapore/ USA UK/ Dubai
AC018	Compliance Management Systems	1 st – 12 th September, 2025 10 th – 21 nd November, 2025	10 Days	USA/Dubai London/ Dubai
AC019	Strategic Risk-Based Internal Audit Planning	15 th – 26 th September, 2025 17 th – 28 th November, 2025	10 Days	Singapore/ USA Canada / Dubai
AC020	Internal Audit Essentials	6 th – 17 th October, 2025 8 th – 19 th December, 2025	10 Days	Singapore/ UK USA/ Dubai



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COMMUNICATION & MARKETING



COMMUNICATIONS & MARKETING TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
CM001	Corporate Communications: PR and Media Skills	17 th – 28 th March, 2025 8 th – 19 th September, 2025	10 Days	USA / Dubai Canada/ UK
CM002	Data and Statistical Analysis and Presentation	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	Canada/ USA Dubai/ South Africa
CM003	Managing Conflicts: Power through Influence	20 th – 31 st January, 2025 26 th May – 6 th June, 2025	10 Days	Canada/ UK Dubai/ USA
CM004	The Writing and Presentation Skills Toolkit	20 th – 31 st January, 2025 21 st July – 1 st Aug, 2025	10 Days	UK/ Singapore Dubai/ Canada
CM005	Advanced Business Writing	20 th – 31 st January, 2025 15 th – 26 th September, 2025	10 Days	South Africa/ USA Dubai/ Singapore
CM006	Advanced Communication Skills for Professionals	10 th – 25 st February, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK / Canada
CM007	Developing Future Leaders through Effective Communication and Public Relations	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	UK / South Africa Canada/ USA
CM008	Advanced Communication Skills Using ICT	31 st Mar – 11 th April, 2025 25 th Aug, – 5 th Sept, 2025	10 Days	Canada/ UK Dubai/ USA
CM009	Writing and Delivering Speeches and Presentations with Impact	5 th – 16 th May, 2025 26 th Aug, – 5 th Sept, 2025	10 Days	Dubai/ UK USA/ Dubai
CM010	Communication and Presentation Skills for Women Professionals	5 th – 16 th May, 2025 1 st – 12 th September, 2025	10 Days	Singapore / UK USA/ Dubai
CM011	Masterclass in Business Decision Models	5 th – 16 th May, 2025 1 st – 12 th September, 2025	10 Days	Canada/ UK Dubai/ USA

COMMUNICATIONS & MARKETING TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
CM012	Business Writing with Impact	20 th – 31 st January, 2025 8 th – 19 th September, 2025	10 Days	Dubai/ Malaysia USA/ Singapore
CM013	Business Analysis and Reporting Toolkit	3 rd – 14 th February, 2025 11 th – 22 nd August, 2025	10 Days	Singapore/ UK Dubai/ Switzerland
CM014	Building and Maintaining Corporate Brands	10 th – 21 st February, 2025 6 th – 17 th October, 2025	10 Days	Dubai/ USA UK / Canada
CM015	Data and Statistical Analysis and Presentation	10 th – 21 st March, 2025 6 th – 17 th October, 2025	10 Days	Singapore/ UK USA/ Dubai
CM016	Organizational Communication and Change Management	16 th – 27 th June, 2025 1 st – 12 th September, 2025	10 Days	USA / Dubai South Africa/ UK
CM017	Advanced Certificate in Corporate Communications	23 rd June – 4 th July, 2025 3 rd – 14 th November, 2025	10 Days	Canada/ USA Dubai/ South Africa
CM018	Organizational and Departmental Communication	14 th – 25 th July, 2025 17 th – 28 th November, 2025	10 Days	Canada/ UK Dubai/ USA
CM019	International Business Writing with Impact	11 th – 22 nd August, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Dubai/Singapore
CM020	Writing and Delivering Speeches and Presentations with Impact	1 st – 12 th September, 2025 10 th – 21 st November, 2025	10 Days	South Africa/ USA Dubai/ Singapore



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CUSTOMER SERVICE



CUSTOMER SERVICE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
CS001	Customer Service Masterclass	13 th – 24 th January, 2025 9 th – 20 th June, 2025	10 Days	Singapore/ UK USA/ Dubai
CS002	Building an Award -Winning Service Culture	20 th – 31 st January, 2025 8 th – 19 th September, 2025	10 Days	Canada/ UK Dubai/ USA
CS003	Customer Service Workshop	3 rd – 14 th February, 2025 30 th June – 11 th July, 2025	10 Days	UK / Dubai Singapore/ USA
CS004	Excellence in Customer Service	10 th – 21 st February, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ USA UK / Canada
CS005	Customer Complaint System: A Toolkit for Customer Service Improvement	3 th – 14 th March, 2025 14 th – 25 th July, 2025	10 Days	Canada/ UK Dubai/ USA
CS006	Achieving Customer Satisfaction and Loyalty	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	USA/Dubai London/ Dubai
CS007	Advanced Customer Relationship Management Master Class	17 th – 28 th March, 2025 9 th – 20 th June, 2025	10 Days	Singapore/ UK USA/ Dubai
CS008	Critical Thinking and Problem Solving Skills for Customer Service Executives	7 th – 18 th April, 2025 15 th – 26 th September, 2025	10 Days	Canada/ UK Dubai/ USA
CS009	Advanced Customer Service in the Public Sector	5 th – 16 th May, 2025 25 th Aug, – 5 th Sept, 2025	10 Days	UK/ Dubai USA/ Singapore
CS010	Effective Communication for Executives/ PAs Master Class	12 th – 23 rd May, 2025 6 th – 17 th October, 2025	10 Days	UK / Canada Dubai/ USA

CUSTOMER SERVICE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
CS011	Leadership for Customer Service Leads, Supervisors and Managers	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	Dubai/ USA UK / Canada
CS012	Executive Customer Relationship Management	16 th – 27 th June, 2025 13 th – 24 th October, 2025	10 Days	Singapore/ UK USA/ Dubai
CS013	Advanced Customer Service: Handling Complaints and Dealing with Difficult Customers	23 rd June – 4 th July, 2025 3 rd – 14 th November, 2025	10 Days	USA / Dubai Singapore/ UK
CS014	Creating a Positive Customer Service Experience	7 th – 18 th July, 2025 10 th – 21 st November, 2025	10 Days	Canada/ USA UK / South Africa
CS015	Risk Management for Customer Service Executives	14 th – 25 th July, 2025 17 th – 28 th November, 2025	10 Days	Dubai/ USA UK/ Canada
CS016	Advanced Telephone Communication Etiquette	4 th – 15 th August, 2025 27 th Oct, – 7 th Nov, 2025	10 Days	USA/Dubai UK/ Dubai
CS017	Effective Communication Skills for Customer Service Executives	11 th – 22 nd August, 2025 3 rd – 14 th November, 2025	10 Days	USA/ South Africa Canada/ UK
CS018	Critical Thinking for Customer Service Officers	1 st – 12 th September, 2025 8 th – 19 th December, 2025	10 Days	UK/ Canada Dubai/ Singapore
CS019	Office Administration and Customer Service Experience	15 th – 26 th September, 2025 24 th Nov. – 5 th Dec, 2025	10 Days	South Africa/ UK USA/ Dubai
CS020	Managerial Skills for Customer Service Supervisors and Team Leads	13 th – 24 th October, 2025 8 th – 19 th December, 2025	10 Days	Dubai/ USA UK/ Canada



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DIPLOMACY & PROTOCOL MANAGEMENT



DIPLOMACY & PROTOCOL MANAGEMENT TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
DP001	Mastering Public Relations and Protocol Management	27 th Jan. – 7 th Feb, 2025 8 th – 19 th September, 2025	10 Days	London/ Dubai Dubai/Singapore
DP002	Personal Diplomacy and Dining Skills	10 th – 21 st February, 2025 5 th – 15 th August, 2025	10 Days	Canada/ London Dubai/ USA
DP003	International Diplomacy and Protocol Management for Executives	17 th – 28 th February, 2025 1 st – 12 th September, 2025	10 Days	USA/Dubai London/ Dubai
DP004	Protocol Officer Training	17 th – 28 th March, 2025 28 th July– 8 th Aug, 2025	10 Days	Singapore/UK USA/ Dubai
DP005	Result- Based Critical Thinking for Protocol Officers and PAs	17 th – 28 th March, 2025 15 th – 26 th September, 2025	10 Days	USA/ South Africa Canada/ UK
DP006	Intercultural Etiquette and Protocol Training	31 st Mar – 11 th April, 2025 11 th – 22 nd August, 2025	10 Days	Canada/ UK Dubai/ USA
DP007	International Protocol Manager Training	14 th – 25 th April, 2025 3 rd – 14 th November, 2025	10 Days	UK/ South Africa Dubai/ USA
DP008	Advanced Protocol and Events Management	5 th – 16 th May, 2025 3 rd – 14 th November, 2025	10 Days	Singapore/ Dubai Canada/ UK
DP009	Strategic Marketing, Brand Management and Public Relations	26 th May – 6 th June, 2025 11 th – 22 nd August, 2025	10 Days	Dubai/USA UK/ Canada
DP010	Protocol and Events Management	2 nd – 13 th June, 2025 13 th – 24 th October, 2025	10 Days	South Africa/ USA Canada/ Dubai
DP011	Strategic Public Relations Management	16 th – 27 th June, 2025 8 th – 19 th September, 2025	10 Days	USA/Canada UK/ Dubai

DIPLOMACY & PROTOCOL MANAGEMENT TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
DP012	Strategic Public Affairs and Government Relations	23 rd June – 4 th July, 2025 6 th – 17 th October, 2025	10 Days	Singapore/ USA Canada/ Dubai
DP013	Public Relations Management	30 th June – 11 th July, 2025 15 th – 26 th September, 2025	10 Days	Dubai/USA UK/ Singapore
DP014	International Standards of Protocol, Etiquette and Diplomacy	30 th June – 11 th July, 2025 17 th – 28 th November, 2025	10 Days	Dubai/USA UK/ Canada
DP015	Best Practices for Protocol Officers	7 th – 18 th July, 2025 1 st – 12 th September, 2025	10 Days	South Africa/ USA Canada/ Dubai
DP016	International Protocol, Diplomatic Relations and Statecraft	14 th – 25 th July, 2025 13 th – 24 th October, 2025	10 Days	Dubai/USA Canada/ Dubai
DP017	Diplomatic Processes and Practices	4 th – 15 th August, 2025 3 rd – 14 th November, 2025	10 Days	USA/Canada Dubai/ UK
DP018	Management of Hospitality, Inventory and Social Etiquette	11 th – 22 nd August, 2025 10 th – 21 st November, 2025	10 Days	Dubai/USA UK/ Canada
DP019	The Role of Diplomacy and Protocol in Nation Building	22 nd Sept. – 3 rd Oct. 2025 24 th Nov. – 5 th Dec. 2025	10 Days	Dubai/USA UK/ Canada
DP020	Strategic Networking for Protocol Officers	6 th – 17 th October, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Canada/ USA



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DRIVER & TRANSPORT MANAGEMENT



DRIVERS & TRANSPORT MANAGEMENT TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
DTM001	Skills Enhancement for Corporate Drivers and Executive Chauffeurs	13 th – 24 th Jan, 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai Singapore/ UK
DTM002	Work Ethics and Business Etiquette for Driving	20 th – 31 st January, 2025 21 st July – 1 st Aug, 2025	10 Days	UK/ Canada Dubai/ USA
DTM003	Advanced Vehicle Maintenance and Inspection	3 rd – 14 th February, 2025 4 th – 15 th August, 2025	10 Days	Singapore/UK USA/ Dubai
DTM004	Emotional intelligence and Stress Management Dynamics	10 th – 21 st February, 2025 19 th – 30 th May, 2025	10 Days	USA/Dubai UK/ Dubai
DTM005	Best Practices of Transport and Logistics Management	3 rd – 14 th March, 2025 18 th – 29 th August, 2025	10 Days	USA/ South Africa Canada/ UK
DTM006	Drivers' Attitude and Stress Management Master Class	10 th – 21 st March, 2025 14 th – 25 th July, 2025	10 Days	UK/ Canada Dubai/ Singapore
DTM007	The Driver –Boss Relationship Management	17 th – 28 th March, 2025 30 th June – 11 th July, 2025	10 Days	South Africa/ UK USA/ Dubai
DTM008	Advanced Safety and Defensive Driving Techniques	7 th – 18 th April, 2025 7 th – 18 th July, 2025	10 Days	Dubai/ USA UK/ Canada
DTM009	First-Aid and Emergency Action Best Practices	14 th – 25 th April, 2025 11 th – 22 nd August, 2025	10 Days	Canada UK USA/ Dubai
DTM010	Modern Automotive Technology and Maintenance Skills	5 th – 16 th May, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ UK USA/ Dubai
DTM011	Advanced Driving Techniques	12 th – 23 rd May, 2025 22 nd Sept. – 3 rd Oct, 2025	10 Days	Canada/ UK Dubai/ USA

DRIVERS & TRANSPORT MANAGEMENT TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
DTM012	Effective Transport Management and Operations	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	UK/Dubai Canada/ USA
DTM013	Preventive Driving and Safety Precautions	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	USA/ Dubai Singapore/ UK
DTM014	Best Practices in Transportation Processes and Procedures	16 th – 27 th June, 2025 3 rd – 14 th November, 2025	10 Days	USA/Canada Canada/ UK
DTM015	Accident Management and Control–Master Class	23 rd June – 4 th July, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK / Canada
DTM016	Advanced Transport Office Management and Operations	30 th June – 11 th July, 2025 22 nd Sept. – 3 rd Oct, 2025	10 Days	Dubai/ USA Canada/ UK
DTM017	Advanced Transportation and Logistics Administration	7 th – 18 th July, 2025 3 rd – 14 th November, 2025	10 Days	UK/ Dubai Canada/ USA
DTM018	Vehicle Maintenance Strategies for Transport Managers	1 st – 12 th September, 2025 24 th Nov. – 5 th Dec, 2025	10 Days	USA/ Canada Dubai/ UK
DTM019	Best Practices for Transport Managers	3 rd – 14 th November, 2025 1 st – 12 th December, 2025	10 Days	Dubai/ USA UK/ Canada
DTM020	Tools and Techniques for Corporate Transport Managers	17 th – 28 th November, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Singapore/ USA



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ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG)



ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG) TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
ESG001	Public Financial Management: Sustainability and the Transition to Net Zero	13 th – 24 th Jan, 2025 26 th May – 6 th June, 2025	10 Days	USA/ South Africa Canada/ USA
ESG002	The Sustainability, ESG and Net Zero Toolkit for Boards and Senior Executives	20 th – 31 st January, 2025 20 th July – 1 st Aug, 2025	10 Days	Canada/ UK Dubai/ Singapore
ESG003	Sustainability Reporting with Global Reporting Initiative (GRI) Standards	3 rd – 14 th February, 2025 16 th – 27 th June, 2025	10 Days	Singapore/UK USA/ Dubai
ESG004	Responding to Sustainability and ESG Risks and Opportunities for Boards and Senior Executives	17 th – 28 th February, 2025 4 th – 15 th August, 2025	10 Days	Canada/ UK Dubai/ USA
ESG005	Sustainability for Bank Boards and Senior Executives – Leading ESG Risk and Climate Change Transition	24 th Feb. – 7 th Mar, 2025 15 th – 26 th September, 2025	10 Days	UK/ Dubai Dubai/ Singapore
ESG006	Climate Change and Sustainability for Bank Executives – Transitioning to New Lending Strategies	10 th – 21 nd March, 2025 4 th – 15 th August, 2025	10 Days	USA/Canada South Africa/ UK
ESG007	Achieving Net Zero: Environmental Sustainability and Climate Change for Boards and Senior Executives	14 th – 25 th April, 2025 1 st – 12 th September, 2025	10 Days	USA/Dubai London/ Dubai
ESG008	Achieving Net Zero: Environmental Sustainability and Climate Change for Boards and Executives	5 th – 16 th May, 2025 3 rd – 14 th November, 2025	10 Days	London/ Dubai Dubai/Singapore
ESG009	Environment and Social Governance	12 th – 23 rd May, 2025 18 th – 29 th August, 2025	10 Days	USA/Canada UK/ Dubai
ESG010	Corporate Sustainability Performance Reporting and Assurance	2 nd – 13 th June, 2025 13 th – 24 th October, 2025	10 Days	Singapore/ USA Canada/ Dubai

ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG) TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
ESG011	ESG: Data, Accounting and Reporting	30 th June – 11 th July, 2025 17 th – 28 th November, 2025	10 Days	Dubai/USA UK/ Singapore
ESG012	Sustainability and Green Banking	7 th – 18 th July, 2025 22 nd Sept. – 3 rd Oct, 2025	10 Days	Dubai/USA UK/ Canada
ESG013	ESG Reporting Using the Global Reporting Initiative (GRI) Framework	4 th – 15 th August, 2025 3 rd – 14 th November, 2025	10 Days	UK/Dubai Canada/ USA
ESG014	Sustainability Reporting Essentials	11 th – 22 rd August, 2025 10 th – 21 st November, 2025	10 Days	USA/ Dubai Singapore/ UK
ESG015	Integrated Reporting in the Public Sector Masterclass	18 th – 29 th August, 2025 10 th – 21 st November, 2025	10 Days	USA/Canada Canada/ UK
ESG016	Sustainability Management in Business	25 th Aug. – 5 th Sept, 2025 1 st – 12 th December, 2025	10 Days	Dubai/ USA UK / Canada
ESG017	Innovation in Sustainable Finance: Structuring Solutions to Bridge Funding Gaps	8 th – 19 th September, 2025 3 rd – 14 th November, 2025	10 Days	Dubai/ USA Canada/ UK
ESG018	Climate Change and Sustainability Essentials	15 th – 26 th September, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Canada/ USA
ESG019	Corporate ESG for Business Leaders	22 nd Sept. – 3 th Oct, 2025 1 st – 12 th December, 2025	10 Days	USA/ Canada Dubai/ UK
ESG020	Integrated Corporate Sustainability Reporting	6 th – 17 th October, 2025 13 th – 24 th October, 2025	10 Days	Singapore/ USA Canada/ Dubai



FINANCIAL MANAGEMENT TRAINING PROGRAMS

CODE	PROGRAM	DATE	DURATION	LOCATION
FM001	Capital Budgeting and Financial Management	13 th – 24 th January, 2025 2 rd – 13 th June, 2025	10 Days	Dubai/USA UK/ Canada
FM002	Corporate Finance Workshop	20 th – 31 st January, 2025 3 rd – 14 th November, 2025	10 Days	UK/ Dubai Canada/ USA
FM003	Pension Scheme Governance and Regulation	3 rd – 14 th February, 2025 21 st July – 1 st Aug, 2025	10 Days	USA/Canada Dubai/ UK
FM004	Strategic Financial Management and Effective Budget Execution	10 th – 21 rd February, 2025 13 th – 24 th October, 2025	10 Days	Dubai/USA UK/ Dubai
FM005	Trade Procedures and Financing	24 th Feb – 7 th Mar, 2025 28 th July – 8 th Aug, 2025	10 Days	Dubai/USA UK/ Canada
FM006	Effective Cost Analysis and Control	10 th – 21 nd March, 2025 21 st July – 1 st Aug, 2025	10 Days	USA/ Dubai Singapore/ UK
FM007	Trade Procedures and Financing	24 th Mar – 4 th April, 2025 8 th – 19 th September, 2025	10 Days	UK/ Canada Dubai/ USA
FM008	Data and Statistical Analysis and Presentation	31 st Mar. – 11 th April, 2025 14 th – 25 th July, 2025	10 Days	Dubai/ USA UK/ Canada
FM009	Fintech, Blockchain and Cryptocurrencies	31 st Mar. – 11 th April, 2025 6 th – 17 th October, 2025	10 Days	Canada/ UK USA/ Dubai
FM010	Banking Strategies and Management	14 th – 25 th April, 2025 10 th – 21 st November, 2025	10 Days	Canada/ UK Dubai/ USA

FINANCIAL MANAGEMENT TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
FM011	Fixed Assets Accounting and Management	21 st April – 2 rd May, 2025 28 th July– 8 th Aug, 2025	10 Days	UK/Dubai Canada/ USA
FM012	Finance for Non-finance Managers and Directors	5 th – 16 th May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	USA/ Dubai Singapore/ UK
FM013	Public Financial Management: Issues and Solutions	19 th – 30 th May, 2025 10 th – 21 st November, 2025	10 Days	USA/Canada Canada/ UK
FM014	Finance and Budgeting for Non-Finance Professionals	12 th – 23 rd May, 2025 11 th – 22 nd August, 2025	10 Days	Dubai/ USA UK / Canada
FM015	Financial Analysis and Reporting	26 th May – 6 th June, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ USA Canada/ UK
FM016	International Tax and Transfer Pricing	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	UK/ Dubai Canada/ USA
FM017	Financial Acumen: Roadmap to Business Success	23 rd June – 4 th July, 2025 15 th – 26 th September, 2025	10 Days	USA/ Canada Dubai/ UK
FM018	The Financial Analysis and Reporting Toolkit	7 th – 18 th July, 2025 4 th – 15 th August, 2025	10 Days	Dubai/ USA UK/ Canada
FM019	Budgeting Forecasting and Modelling for Finance and Non-Finance Executives	11 th – 22 nd August, 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai Singapore/ USA
FM020	Best Practice Financial Management and Reporting on IPSAS and IFRS® Standards	1 st – 12 th September, 2025 3 rd – 14 th November, 2025	10 Days	South Africa/ USA Canada/ UK



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GOVERNANCE & STRATEGY



GOVERNANCE & STRATEGY TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
GS001	Responding to Sustainability and ESG Risks and Opportunities for Boards and Senior Executives	13 th – 24 th January, 2025 8 th – 19 th Sept, 2025	10 Days	Canada/ Singapore Dubai/ London
GS002	Pension Scheme Governance and Regulation	20 th –31 st January, 2025 21 st July –1 st Aug, 2025	10 Days	London/ Dubai Dubai/Singapore
GS003	Democracy and Governance (How can we strengthen Democracy in Civic Engagement.)	10 th – 21 st February, 2025 9 th – 20 th June, 2025	10 Days	USA/ Dubai Dubai/ Singapore
GS004	Developing Effective Policies: and Evidence-Based Approach	17 th – 28 th February, 2025 14 th – 25 th July, 2025	10 Days	USA/ South Africa Canada/ USA
GS005	Corporate Governance for Boards and Senior Executives	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	USA/ South Africa Dubai/ Singapore
GS006	Pension Scheme Governance and Regulation	10 th – 21 st March, 2025 14 th – 25 th July, 2025	10 Days	Canada/ UK Dubai/ USA
GS007	Governance, Risk and Compliance Management and Integrated Assurance	31 st Mar.– 11 th April, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	Singapore/UK USA/ Dubai
GS008	Directing and Managing Organizational Strategy	5 th –16 th May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	Dubai/ UK USA/ South Africa
GS009	The Leadership and Governance Toolkit for Boards and Senior Executives	5 th – 16 th May, 2025 1 st – 12 th September, 2025	10 Days	Canada/ UK Dubai/ USA
GS010	Governance, Risk and Compliance Management and Integrated Assurance	2 nd – 13 th June, 2025 6 th –17 th October, 2025	10 Days	Canada/ USA UK/ Dubai

GOVERNANCE & STRATEGY TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
GS011	Creating Innovative Practices and Strategies	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	Dubai/ USA UK/ Canada
GS012	Board Effectiveness and Best Practice Performance	16 th – 27 th June, 2025 8 th – 19 th September, 2025	10 Days	Singapore/ UK USA/ Dubai
GS013	Creating Innovative Practices and Strategies	23 rd June – 4 th July, 2025 3 rd – 14 th November, 2025	10 Days	UK/ Dubai Dubai/Singapore
GS014	Countering and Audit of Fraud and Corruption	21 st July - 1 st Aug, 2025 8 th – 19 th December, 2025	10 Days	USA/ South Africa Canada/ UK
GS015	The Strategy Toolkit	7 th – 18 th July, 2025 13 th – 24 th October, 2025	10 Days	UK/ Dubai Canada/ USA
GS016	Law- Making and Legislative Drafting for Members of Parliament	14 th – 25 th July, 2025 17 th – 28 th November, 2025	10 Days	Dubai/ USA UK/ Canada
GS017	Directing and Managing Organizational Strategy	4 th – 15 th August, 2025 10 th – 21 nd November, 2025	10 Days	UK/ Canada Dubai / USA
GS018	Strategic Corporate Governance for Financial Institutions	11 th – 22 nd August, 2025 27 th Oct. – 7 th Nov, 2025	10 Days	South Africa/ USA Canada/ Dubai
GS019	Strategic Management and Governance	1 st – 12 th September, 2025 24 th Nov. – 5 th Dec, 2025	10 Days	UK/ Dubai Canada/ USA
GS020	Strategic Corporate Governance and Compliance	13 th – 24 th October, 2025 8 th – 19 th December, 2025	10 Days	Dubai/ USA UK/ Canada



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GOVERNMENT, POLICY & JUSTICE



GOVERNMENT, POLICY & JUSTICE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
GP001	Evaluation and Impact Assessment of Policies and Projects	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	Singapore/ UK USA/ Dubai
GP002	Democracy and Governance (How can we strengthen Democracy in Civic Engagement)	10 th – 21 st February, 2025 1 st – 12 th September, 2025	10 Days	USA/ Dubai Dubai/Singapore
GP003	Translating Policies into Legislation	17 th – 28 th February, 2025 6 th – 17 th October, 2025	10 Days	Singapore/ UK USA/ Dubai
GP004	The Policy Toolkit: Evidence, Evaluation and Impact Assessment	10 th – 21 st March, 2025 7 th – 18 th July, 2025	10 Days	Dubai/ USA Dubai/ Canada
GP005	Law- Making and Legislative Drafting for Members of Parliament	31 st Mar. – 11 th April, 2025 17 th – 28 th November, 2025	10 Days	London/ Dubai Dubai/Singapore
GP006	Governance Risk and Compliance Management and Integrated Assurance	21 st April – 2 nd May, 2025 17 th – 28 th November, 2025	10 Days	Dubai/ London USA/ Dubai
GP007	Cabinet Memorandum (Memo)	5 th – 16 th May, 2025 4 th – 15 th August, 2025	10 Days	Canada/ London Dubai/ USA
GP008	Power and Influence for Positive Impact Analysis	12 th – 23 th May, 2025 3 rd – 14 th November, 2025	10 Days	USA/ South Africa Canada/ USA
GP009	Leadership and Corporate Governance	2 nd – 13 th June, 2025 17 th – 28 th November, 2025	10 Days	London/ Dubai Dubai/Singapore
GP010	Developing Effective Policies: Evidence-Based Approach	9 th – 20 th June, 2025 3 rd – 14 th November, 2025	10 Days	USA/Dubai London/ Dubai

GOVERNMENT, POLICY & JUSTICE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
GP012	Strategic Leadership in the Government Sector	16 th – 27 th June, 2025 15 th – 26 th September, 2025	10 Days	Singapore/ USA Canada/ Dubai
GP013	Public Sector Management, Governance and Fiscal Sustainability Techniques	16 th – 27 th June, 2025 17 th – 28 th November, 2025	10 Days	UK/ Dubai USA/ Singapore
GP014	Effective Communication for Government Employees	23 rd June – 4 th July, 2025 20 th – 31 st October, 2025	10 Days	Singapore/ USA Canada/ Dubai
GP015	Legislation: understanding the Legislative Process	23 rd June – 4 th July, 2025 4 th – 15 th August, 2025	10 Days	USA/ South Africa Canada/ USA
GP016	Corporate Governance and Risk Management for State and Public Sector Organizations	7 th – 18 th July, 2025 15 th – 26 th September, 2025	10 Days	UK/ Dubai Dubai/Singapore
GP017	Developing Effective Public Policy and Policy Delivery	14 th – 25 th July, 2025 8 th – 19 th December, 2025	10 Days	USA/ Dubai UK/ Canada
GP018	Improving Leadership and Governance in Non-Profit Organizations	18 th – 29 th August, 2025 17 th – 28 th November, 2025	10 Days	Singapore/ USA Canada/ Dubai
GP019	Innovative Governance Systems	25 th Aug. - 5 th Sept. 2025 8 th – 19 th December, 2025	10 Days	UK/ Dubai USA/ Singapore
GP020	Healthcare Data Quality and Governance	1 st – 12 th September, 2025 8 th -19 th December, 2025	10 Days	Singapore/ USA Canada/ Dubai



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HUMAN RESOURCE



HUMAN RESOURCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
HR001	Optimizing the Impact of the L&D Function	13 th – 24 th Jan, 2025 8 th – 19 th Sept. 2025	10 Days	Singapore/ UK USA/ Dubai
HR002	The Complete HR Professional Toolkit	10 th –21 nd March, 2025 4 th – 15 th August,2025	10 Days	Dubai/ UK USA/ Dubai
HR003	Organizational Design and Development	24 th Mar – 4 th April, 2025 8 th – 19 th September, 2025	10 Days	USA/ South Africa Canada/ USA
HR004	Succession Planning, Talent and Performance Management	7 th – 18 th April, 2025 24 th Nov. – 5 th Dec, 2025	10 Days	UK/ Dubai Dubai/Singapore
HR005	Diplomacy, Protocol and HR Functions	21 st April – 2 nd May, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK/ Canada
HR006	Leadership Skills for HR Managers	5 th – 16 th May, 2025 15 th – 26 th July, 2025	10 Days	Singapore/ UK USA/ Dubai
HR007	The Manager's Toolkit: A Practical Guide to Managing People at Work	21 st April – 2 nd May, 2025 17 th – 28 th November, 2025	10 Days	Dubai/Singapore UK/ South Africa
HR008	Transforming the HR Function and Approaches	17 th – 28 th March, 2025 8 th – 19 th September, 2025	10 Days	USA/ Canada Dubai/Singapore
HR009	Strategic HR: Aligning with the Corporate Vision	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	USA/ Dubai Dubai/Singapore
HR010	Human Resource Management	30 th June – 11 th July, 2025 13 th – 24 th October, 2025	10 Days	USA/ Dubai Singapore/ UK

HUMAN RESOURCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
HR011	Advanced Alternative Dispute Resolution and Arbitration	7 th – 18 th July, 2025 22 nd Sept. – 3 rd Oct, 2025	10 Days	USA/ Singapore Dubai/ UK
HR012	Talent Management Coaching and Mentoring	28 th July – 8 th Aug, 2025 6 th – 17 th October, 2025	10 Days	UK/ Canada Dubai/ USA
HR013	Organizational Behaviour Management	4 th – 15 th August, 2025 20 th –31 st October, 2025	10 Days	Canada/ USA UK/ Dubai
HR014	The Agile People Manager Toolkit	4 th – 15 th August, 2025 10 th –21 st November, 2025	10 Days	Dubai/ UK USA/ Singapore
HR015	Advanced Alternative Dispute Resolution and Arbitration	11 th – 22 nd August, 2025 8 th – 19 th December, 2025	10 Days	Dubai/ UK Singapore/ USA
HR016	Simplification of Work Processes and Procedures	18 th –29 th August, 2025 17 th – 28 th November, 2025	10 Days	UK/ Dubai Dubai/ Singapore
HR017	Developing Effective Policies: Evidence Based Approach	25 th Aug. – 5 th Sept, 2025 8 th – 19 th December, 2024	10 Days	Dubai/ USA Singapore/ UK
HR018	The Balanced Scorecard: Achieving Performance Excellence	1 st – 12 th September, 2025 8 th – 19 th December, 2025	10 Days	USA/ Dubai Canada/ UK
HR019	Problem Solving and Decision Making	15 th – 26 th September, 2025 1 st – 12 th September, 2025	10 Days	Canada/ UK Dubai/ Singapore
HR020	Performance Management: setting Objectives and Conducting Appraisals	13 th – 24 th October, 2025 24 th Nov. – 5 th Dec, 2025	10 Days	USA/ Singapore Dubai/ UK



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IT MANAGEMENT



IT MANAGEMENT TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
IT001	Cyber Defense Capability Assessment	13 th – 24 th January, 2025 23 th June – 4 th July, 2025	10 Days	UK/ Dubai Dubai/ Singapore
IT002	Data Science Management	13 th – 24 th January, 2025 11 th – 22 nd August, 2025	10 Days	Singapore/UK USA/ Dubai
IT003	Cloud Management and Security: Principles and Best Practices	10 th – 21 st February, 2025 4 th – 15 th August, 2025	10 Days	Canada/ USA Dubai/ Singapore
IT004	IT Systems: Identity and Access Management	10 th – 21 st February, 2025 1 st – 12 th September, 2025	10 Days	USA/ South Africa Canada/ USA
IT005	Digital Transformation in the Energy Sector	3 th – 14 th March, 2025 1 st – 12 th September, 2025	10 Days	UK/ Canada Dubai/ USA
IT006	IT Auditing and IT Fraud Detection	10 th – 21 st March, 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai Dubai/ Singapore
IT007	Ethical Hacking	24 th March – 4 th April, 2025 14 th -25 th July, 2025	10 Days	USA/ Dubai Dubai/ UK
IT008	Digital Transformation in the Energy Sector	14 th – 25 th April, 2025 1 st – 12 th September, 2025	10 Days	UK/ Canada Dubai/ South Africa
IT009	Information and Cyber Security	12 th – 23 rd May, 2025 8 th – 19 th September, 2025	10 Days	UK/ Canada Dubai/ USA
IT010	Corporate I.T. and Business Framework	19 th – 30 th May, 2025 10 th – 21 st November, 2025	10 Days	UK/ Dubai Dubai/ Singapore

IT MANAGEMENT TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
IT011	Advanced Digital Marketing	26 th May – 6 th June, 2025 8 th – 19 th September, 2025	10 Days	Singapore/ UK USA/ Dubai
IT012	IT Management Excellence	26 th May – 6 th June, 2025 24 th Nov. – 5 th Dec. 2025	10 Days	UK/ Canada Dubai/USA
IT013	Digital Forensics and Civil Investigations	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	UK/ Dubai Singapore/ USA
IT014	Cyber Security Master Class	30 th June – 11 th July, 2025 22 nd Sept. – 3 rd Oct. 2025	10 Days	USA/Dubai Canada/ UK
IT015	IT Disaster Recovery Planning	28 th July – 8 th August, 2025 1 st – 12 th December, 2025	10 Days	Dubai/ UK USA/Singapore
IT016	Information and Cyber Security (I.T.)	11 th – 22 nd August, 2025 8 th – 19 th December, 2025	10 Days	Canada/ UK Dubai/ USA
IT017	Managing IT Projects Effectively	1 st – 12 th September, 2025 8 th – 19 th December, 2025	10 Days	South Africa/ USA Dubai/ Canada
IT018	IT Auditing and IT Fraud Detection	17 th – 28 th September, 2025 24 th Nov. – 5 th Dec. 2025	10 Days	Singapore/ UK USA/ Dubai
IT019	Advanced Excel: Power Query, Power Pivots and Macros	6 th – 17 th October, 2025 8 th – 19 th December, 2025	10 Days	Canada/ UK Dubai/ USA
IT020	Data Analysis and Reporting Techniques Using Excel	13 th – 24 th October, 2025 24 th Nov. – 5 th Dec. 2025	10 Days	UK/ Dubai Singapore/ USA



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LEADERSHIP, MANAGEMENT & DEVELOPMENT



LEADERSHIP, MANAGEMENT & DEVELOPMENT TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
LM001	The Leadership and Governance Toolkit for Boards and Senior Executive	20 nd – 31 st January, 2025 21 nd July – 1 st Aug. 2025	10 Days	UK/ Canada Dubai/ USA
LM002	Management Development for Executives	27 th Jan. – 7 th Feb. 2025 14 th – 25 th July, 2025	10 Days	USA/ South Africa Dubai/ UK
LM003	Effective Management Skills	3 rd – 14 th February, 2025 25 th Aug. – 5 th Sept. 2025	10 Days	Dubai/ Switzerland Singapore/ USA
LM004	Executive Leadership in Action	10 th – 21 st Feb. 2025 21 nd July – 1 st Aug. 2025	10 Days	USA/ South Africa Canada/ USA
LM005	Emotional Intelligence, Coaching and Mentoring	17 th – 28 th February, 2025 15 th – 26 th September, 2025	10 Days	UK/ Dubai USA/ South Africa
LM006	The Leadership and Governance Toolkit for Boards and Senior Executives	24 th Feb. – 7 th March, 2025 6 th – 17 th October, 2025	10 Days	USA/ Dubai Dubai/ UK
LM007	Corporate and Commercial Law Essentials for Managers and Directors	17 th – 28 th March, 2025 4 th – 15 th August, 2025	10 Days	Dubai/ UK South Africa/ USA
LM008	Best Practices in Corporate Governance for Boards and Senior Executives	7 th – 18 th April, 2025 21 st July – 1 st August, 2025	10 Days	Dubai/ USA Dubai/ UK
LM009	Women in Public and Corporate Governance and Leadership	21 st April – 2 nd May, 2025 17 th – 28 th November, 2025	10 Days	USA/ Dubai Dubai/ UK
LM010	Developing Future Leaders	5 th – 16 th May, 2025 1 st – 13 th September, 2025	10 Days	Dubai/ UK USA/ South Africa

LEADERSHIP, MANAGEMENT & DEVELOPMENT TRAINING PROGRAMS

CODE	PROGRAMS	DATES	DURATION	LOCATION
LM011	Effective Management Skills for Managers and Supervisors	5 th – 16 th May, 2025 8 th – 21 st September, 2025	10 Days	USA/Dubai UK/ Canada
LM012	Performance Management and Succession Planning	9 th – 20 th June, 2025 8 th – 19 th September, 2025	10 Days	USA/ Dubai Dubai/ London
LM013	Transformational Change and Strategic Leadership	23 th June – 4 th July, 2025 5 th – 16 th August, 2025	10 Days	USA/Dubai South Africa/ UK
LM014	Coaching and Mentoring Skills for Managers and Executives	7 th – 18 th July, 2025 13 th – 24 th October, 2025	10 Days	Canada/ Singapore Dubai/ UK
LM015	High Impact Internal Audit & Leadership	14 th – 25 th July, 2025 17 th – 28 th November, 2025	10 Days	USA/ Singapore Dubai/ UK
LM016	Creative Thinking and Innovation Techniques	28 th July – 8 th August, 2025 1 st – 12 th December, 2025	10 Days	USA/ Dubai UK/ Singapore
LM017	Strategic Change Management	4 th – 15 th August, 2025 27 th Oct. – 7 th Nov. 2025	10 Days	Dubai/ UK Canada/ USA
LM018	Developing High Performing Teams	11 th – 22 nd August, 2025 10 th – 21 st November, 2025	10 Days	UK/ Singapore Dubai/USA
LM019	Leading with Agility and Resilience Master Class	25 th Aug. – 5 th Sept. 2025 10 th – 21 st November, 2025	10 Days	Singapore/ UK USA/ Dubai
LM020	Emotional Intelligence: Enhancing Management and Leadership Impact	15 th – 26 th September, 2025 24 th Nov. – 5 th Dec. 2025	10 Days	Canada/ UK Dubai/ USA



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MARKETING & SALES



MARKETING & SALES TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
MS001	Advanced Strategies in Retail Management	13 th – 24 th January, 2025 14 th – 25 th July, 2025	10 Days	South Africa/ USA Dubai/ Canada
MS002	Achieving Customer Satisfaction and Loyalty	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	UK/ South Africa Canada/ USA
MS003	Actionable Selling Skills: Tools and Techniques	20 th – 31 st January, 2025 11 th – 22 nd August, 2025	10 Days	Canada/ UK Dubai/ USA
MS004	The Strategic Marketing Plan	20 th – 31 st January, 2025 21 st July – 1 st Aug. 2025	10 Days	USA/Dubai UK/ Canada
MS005	The Sales Manager Workshop	14 th – 25 th April, 2025 1 st – 12 th September, 2025	10 Days	Canada/ USA Dubai/ UK
MS006	Consultative and Digital Selling Master Class	2 nd – 13 th June, 2025 13 th - 24 th October, 2025	10 Days	UK / Canada Dubai/ USA
MS007	Marketing Communications and Media Planning Workshop	9 th – 20 th June, 2025 3 rd – 14 th November, 2025	10 Days	Dubai/ USA UK/ Canada
MS008	Digital Marketing Master Class	30 th June – 11 th July, 2025 27 th Oct. – 7 th Nov. 2025	10 Days	Canada/ UK Dubai/ USA
MS009	Advanced Digital Marketing	7 th – 18 th July, 2025 17 th – 28 th November, 2025	10 Days	USA/ South Africa Canada/ USA
MS010	Core Marketing and Sales Skills for Business Professionals	14 th – 25 th July, 2025 3 rd – 14 th November, 2025	10 Days	Dubai/ USA UK/ Canada

MARKETING & SALES TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
MS011	Pharmaceutical Sales: Communication with Physicians	14 th – 25 th July, 2025 8 th - 19 th December, 2025	10 Days	Dubai/ USA UK/ Canada
MS012	Strategic Account Management: Roles and Best Practices	21 st July - 1 st August, 2025 3 rd – 14 th November, 2025	10 Days	Singapore/ USA Dubai/ Canada
MS013	Influencing Skills, Assertiveness and Negotiation	14 th – 25 th July, 2025 3 rd – 14 th November, 2025	10 Days	South Africa/ USA UK/ Canada
MS014	Advanced Customer Service Management	4 th – 15 th August, 2025 8 th – 17 th October, 2025	10 Days	Canada/ UK USA/ Dubai
MS015	Business Model Innovation	11 th - 22 nd August, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK/ Canada
MS016	Improving Sales Skills: Elements of Successful Selling	18 th Aug. – 29 th Sept. 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK/ Canada
MS017	Strategic Brand Development and Performance Management	1 st - 12 th September, 2025 3 rd – 14 th November, 2025	10 Days	Canada/ UK Dubai/ USA
MS018	Advanced Customer Profiling Techniques and Procedures	15 th – 26 th September, 2025 17 th – 28 th November, 2025	10 Days	South Africa/ USA UK/ Canada
MS019	Sales Techniques: Using Competitive Sales Strategies	6 th – 17 th October, 2025 1 st – 12 th December, 2025	10 Days	Canada/ UK USA/ Dubai
MS020	Marketing Analytics: Customer Value and Promotion Strategy	13 th – 24 th October, 2025 8 th – 19 th December, 2025	10 Days	Dubai/ USA UK/ Canada



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OIL & GAS



OIL & GAS TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
OG001	Oil and Gas Operations Management	13 th – 24 th January, 2025 19 th – 30 th May, 2025	10 Days	USA/Dubai London/ Dubai
OG002	Project Management in the Oil and Gas Sector	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	Dubai/ USA UK/ Canada
OG003	Health, Safety, Environment and Quality Management in the Oil and Gas Sector	27 th Jan. – 7 th Feb. 2025 7 th – 18 th July, 2025	10 Days	USA/ South Africa Canada/ UK
OG004	Emergency Response Planning and Management in the Oil and Gas Sector	27 th Jan. – 7 th Feb. 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai Singapore/ USA
OG005	Petrol Service Station Operation Management	3 rd – 14 th February, 2025 8 th – 19 th September, 2025	10 Days	UK/ USA Dubai/ Canada
OG006	Oil and Gas Operations and Project Financing	17 th – 28 th February, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	UK/ Dubai USA/ Canada
OG007	Oil and Gas Essentials	10 th – 21 nd March, 2025 14 th – 25 th July, 2025	10 Days	USA/Dubai London/ Dubai
OG008	Oil and Gas Project Analysis and Management	17 th – 28 th March, 2025 14 th – 25 th July, 2025	10 Days	Dubai/ USA UK/ Canada
OG009	Environmental Management Systems (EMS) in Oil and Gas Operations	24 th March – 4 th April, 2025 21 st July – 1 st August, 2025	10 Days	Canada/ UK Dubai/ USA
OG010	Emergency Response Planning: Crisis Management for Hazardous Environment	31 st Mar. – 11 th April, 2025 28 th July – 8 th August, 2025	10 Days	Dubai/ USA Dubai/ Canada

OIL & GAS TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
OG011	Human Resource Management in Oil and Gas Operations	31 st Mar. – 11 th April, 2025 6 th – 17 th October, 2025	10 Days	USA/ South Africa Canada/ UK
OG012	Oil and Gas Industry Policy Development and Implementation	12 th – 23 th May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	Dubai/ USA Dubai/ Canada
OG013	Downstream Petroleum Operations	12 th – 23 th May, 2025 1 st – 12 th September, 2025	10 Days	USA/Dubai UK/ Canada
OG014	Risk Management in the Oil and Gas Industry	9 th – 20 th June, 2025 21 st Sept. – 2 nd Oct. 2025	10 Days	Dubai/ USA London/ Canada
OG015	Managing Local Content, Participation and Capacity Building in Oil and Gas Activities	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	USA/ Singapore Dubai/UK
OG016	Oil and Gas Legal Regulatory Framework and Standards	9 th – 20 th June, 2025 13 th – 24 th October, 2025	10 Days	USA/ Dubai Singapore/ UK
OG017	Oil and Gas Logistics and Supply Chain Management	16 th – 27 th June, 2025 11 th – 22 nd August, 2025	10 Days	Dubai/ USA London/ Canada
OG018	Petroleum Storage, Stock and Inventory Management	23 th June - 4 th July, 2025 1 st – 12 th September, 2025	10 Days	UK/ Canada Dubai/ USA
OG019	Environmental Impact Assessment (EIA) in Oil and Gas Operations	21 st July – 1 st August, 2025 1 st – 12 th December, 2025	10 Days	Canada / USA UK/ South Africa
OG020	Oil and Gas Operations and Project Analysis	7 th – 18 th July, 2025 10 th – 21 st November, 2025	10 Days	UK/ Dubai USA/ Singapore



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PROCUREMENT, SUPPLY CHAIN & TRADE



PROCUREMENT, SUPPLY CHAIN & TRADE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
PS001	Supply Chain Management: Issues and Solutions	20 th –31 st January, 2025 5 th – 6 th May, 2025	10 Days	UK/ Dubai Dubai/Singapore
PS002	PPP Issues and Solutions: Application, Framework, Project Cycle	20 th – 31 st January, 2025 1 st – 12 th September, 2025	10 Days	Singapore/UK USA/ Dubai
PS003	Public Procurement: Issues and Solutions	20 th –31 st January, 2025 21 st July – 1 st Aug. 2025	10 Days	Dubai/ UK USA/ Dubai
PS004	The Public Procurement Toolkit: Sustainability, Integrity and Value-for-Money	3 th – 14 th February, 2025 21 st July – 1 st Aug. 2025	10 Days	Singapore/UK USA/ Dubai
PS005	Public Procurement and Contract Management for Works and Consultancy Services	3 rd – 14 th February, 2025 4 th – 15 th August, 2025	10 Days	Canada/ UK Dubai/ USA
PS006	Health Procurement and Supply Chain Management	10 th – 21 st February, 2025 16 th – 27 th June, 2025	10 Days	USA/ Dubai UK/ Dubai
PS007	Negotiation Strategies for Better Purchasing Value	3 rd – 14 th March, 2025 6 th – 17 th October, 2025	10 Days	Canada/UK Dubai/ USA
PS008	Sustainable Public Procurement: Strategy, Policy and Practice	10 th – 21 st March, 2025 16 th – 27 th June, 2025	10 Days	Singapore/UK USA/ Dubai
PS009	Public Procurement: Issues and Solutions	10 th – 21 st March, 2025 14 th – 25 th July, 2025	10 Days	USA/ South Africa Canada/ USA
PS010	Effective Warehouse Management	17 th – 28 th March, 2025 21 st July – 1 st Aug. 2025	10 Days	Dubai/ UK USA/ Dubai

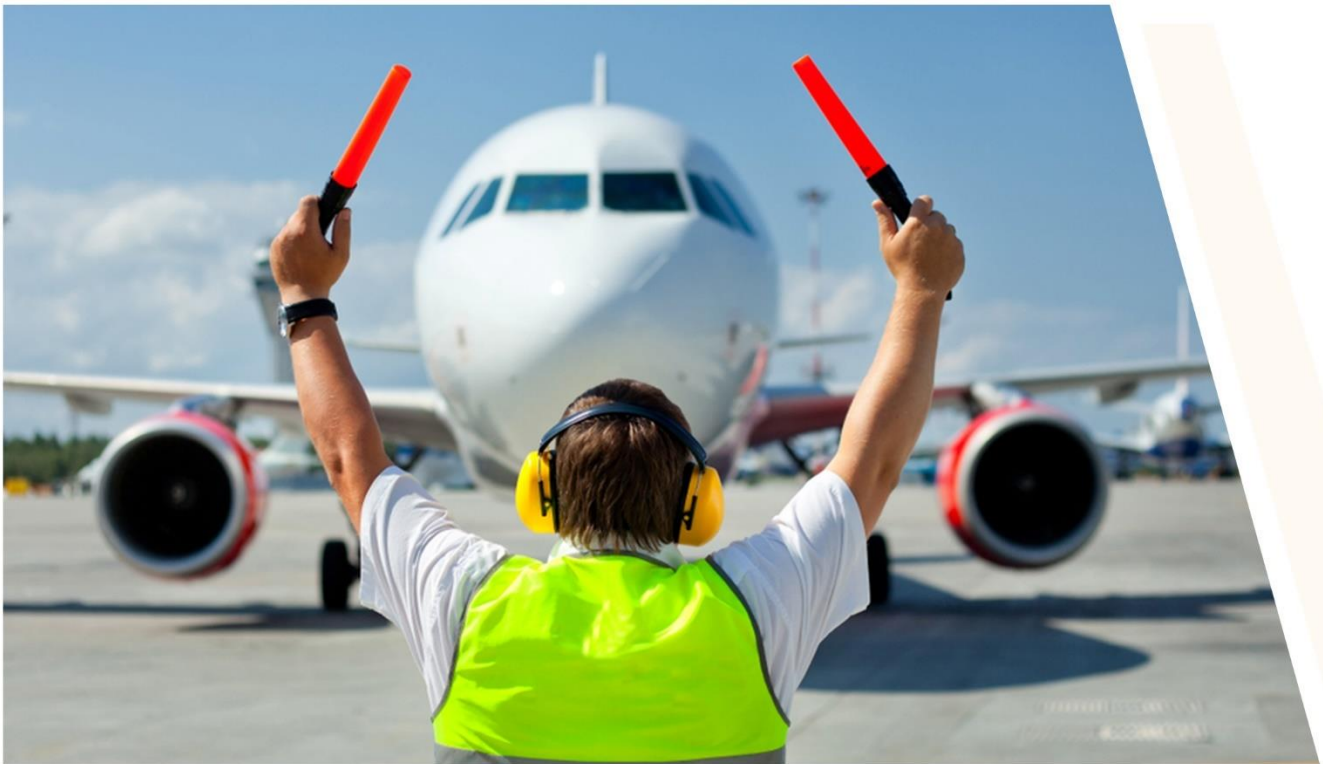
PROCUREMENT, SUPPLY CHAIN & TRADE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
PS011	Strategic Sourcing: An Intensive Workshop	17 th – 28 th March, 2025 11 th – 22 nd August, 2025	10 Days	Canada/ UK Dubai/ USA
PS012	Developing Purchasing Policies, Processes and SLAs	24 th Mar. – 4 th April, 2025 21 st July – 1 st Aug. 2025	10 Days	Canada/ UK Dubai/ USA
PS013	Advanced Fleet and Transport Management	31 st Mar. - 11 th April, 2025 21 st July – 1 st Aug, 2025	10 Days	UK/ Dubai Dubai/Singapore
PS014	Public Procurement, Contract and Strategy, Policies and Practices	31 st Mar.– 11 th April, 2025 11 th – 22 rd August, 2025	10 Days	Canada/ UK Dubai/ USA
PS015	Procurement Planning and Bid Management	31 st Mar. – 11 th April, 2025 3 rd – 14 th November, 2025	10 Days	USA/ South Africa Canada/ USA
PS016	Stock Management, Forecasting and Demand Planning	7 th – 18 th April, 2025 6 th – 17 th October, 2025	10 Days	Dubai/ USA UK/ Canada
PS017	Public Procurement and Contract Management for Works and Consultancy Services	14 th – 25 th April, 2025 28 th July– 8 th Aug, 2025	10 Days	Dubai/ UK USA/ Dubai
PS018	Best Practices in Procurement and Contract Management	14 th – 25 th April, 2025 28 th July– 8 th August, 2025	10 Days	Canada/ UK Dubai/ USA
PS019	PPP Procurement and Contract Management	21 st April – 2 nd May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	USA/ Dubai Dubai/Singapore
PS020	Electronic Government Procurement: Strategy and Implementation	5 th – 16 th May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	USA/ South Africa Canada/ USA



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PROJECT MANAGEMENT & EVALUATION



PROJECT MANAGEMENT & EVALUATION TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
PM001	Results-Based Monitoring and Evaluation	13 th – 24 th January, 2025 14 th – 25 th April, 2025	10 Days	Dubai/ UK USA/ South Africa
PM002	The Agile Project Manager	13 th – 25 th January, 2025 4 th – 15 th August, 2025	10 Days	Canada/ UK USA/ Dubai
PM003	Project Planning and Control	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	UK/ South Africa Dubai/Singapore
PM004	Project Management for Development Projects	20 th – 31 st January, 2025 21 st July – 1 st Aug, 2025	10 Days	USA/ South Africa Dubai/ UK
PM005	Project Management for Development Professionals (Project Dpro)	20 th – 31 st January, 2025 8 th – 19 th September, 2025	10 Days	Canada/ USA UK/ Dubai
PM006	The Development Program (DPro) Toolkit	10 th - 21 st February, 2025 1 st – 12 th September, 2025	10 Days	Canada/ Dubai USA/ Singapore
PM007	Monitoring and Evaluation for the Public Sector	17 th – 28 th February, 2025 15 th – 26 th September, 2025	10 Days	Dubai/ UK USA/ Canada
PM008	Advanced Project Management and Evaluation	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	UK/ Dubai Dubai/Singapore
PM009	Project Management for Development Projects (Project DPro Foundation)	10 th – 21 st March, 2025 7 th – 18 th July, 2025	10 Days	Canada/ UK Dubai/ USA
PM010	The Agile Change Agent	31 st Mar. – 11 th April, 2025 10 th – 21 st November, 2025	10 Days	USA/ South Africa Canada/ UK

PROJECT MANAGEMENT & EVALUATION TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
PM011	Development Projects & the Financial Management Toolkit	31 st Mar. – 11 th April, 2025 13 th – 24 th November, 2025	10 Days	South Africa/ USA Dubai/ Canada
PM012	Evaluation, Impact Review and Assessment of Government Policies	31 st Mar. – 11 th April, 2025 1 st – 12 th September, 2025	10 Days	Singapore/UK USA/ Dubai
PM013	Program and Project Management	14 th – 25 th April, 2025 6 th – 17 th October, 2025	10 Days	UK/ Dubai Dubai/Singapore
PM014	Project Management for Sustainable Development	21 st April – 2 nd May, 2025 7 th – 18 th July, 2025	10 Days	USA/ South Africa Canada/ USA
PM015	Monitoring and Evaluating Performance	2 nd – 13 th June, 2025 6 th – 17 th October, 2025	10 Days	South Africa/ UK Dubai/ Singapore
PM016	Project Management Professional (PMP-PMI)	9 th – 20 th June, 2025 14 th – 25 th October, 2025	10 Days	Singapore/UK USA/ Dubai
PM017	Mastering Project and Program Management Skills	9 th – 20 th June, 2025 3 rd – 14 th November, 2025	10 Days	UK/ Canada Dubai/Singapore
PM018	Evaluation and Impact Assessment of Policies and Projects	1 st – 12 th July, 2025 22 nd Sept. – 3 th Oct. 2025	10 Days	USA/ South Africa Canada/ USA
PM019	Agile Project Management and PM Essentials	11 th – 22 nd August, 2025 1 st – 12 th December, 2025	10 Days	Dubai/ USA Dubai/ Canada
PM020	Fundamentals of Project Planning and Management	21 st July - 1 st August, 2025 10 th – 21 st November, 2025	10 Days	UK/ South Africa Dubai/ Singapore



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QUALITY & PRODUCTIVITY



QUALITY & PRODUCTIVITY TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
QP001	Simplification of Work Processes and Procedures	27 th Jan. – 7 th Feb. 2025 23 rd June – 4 th July, 2025	10 Days	Canada/ UK Dubai/ USA
QP002	Total Quality Management (TQM): Toolbox for Continual Improvement	5 th – 16 th February, 2025 9 th – 20 th June, 2025	10 Days	Singapore/London USA/ Dubai
QP003	Transforming the Patient Experience	10 th – 21 st March, 2025 2 nd – 14 th June, 2025	10 Days	London/ Canada Dubai/Singapore
QP004	Quality Organizational Management	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	UK/ Canada Dubai/ USA
QP005	Introduction to Quality Engineering	14 th – 25 th April, 2025 1 st – 12 th September, 2025	10 Days	Singapore/ UK USA/ Dubai
QP006	Improving Productivity through Quality Enhancement and Cost Reduction	21 st April – 2 nd May, 2025 21 st July – 1 st Aug. 2025	10 Days	Canada/ USA Dubai/ Singapore
QP007	Quality Engineer Certification Preparation	5 th - 16 th May, 2025 25 th Aug. – 5 th Sept. 2025	10 Days	UK/ Dubai Dubai/ Singapore
QP008	Lean Thinking: A Strategy for Operational Excellence	2 nd – 13 th June, 2025 13 th – 24 th October, 2025	10 Days	USA/Dubai South Africa/ UK
QP009	Process Management: Mapping and Improvement	11 th –22 nd August, 2025 6 th – 17 th October, 2025	10 Days	London/ Dubai Dubai/Singapore
QP010	Strategic Quality Management	11 th – 22 nd August, 2025 10 th – 21 st November, 2025	10 Days	USA/ South Africa Canada/ USA
QP011	Essentials of Quality Assurance	19 th – 30 th May, 2025 1 st – 12 th September, 2025	10 Days	Dubai/ UK USA/ Dubai

QUALITY & PRODUCTIVITY TRAINING PROGRAM

CODES	PROGRAMS	DATES	DURATION	LOCATION
QP012	Process Management – Mapping and Improvement	2 nd – 13 th June, 2025 8 th – 19 th Sept. 2025	10 Days	Canada/ Singapore Dubai/ UK
QP013	Improving Productivity Through Quality and Cost Reduction	9 th – 20 th June, 2025 22 nd Sept. – 3 rd Oct. 2025	10 Days	USA/Dubai UK/ Dubai
QP014	Simplification of Work Processes and Procedures	9 th – 20 th June, 2025 8 th – 19 th Sept, 2025	10 Days	USA/Dubai UK/ Dubai
QP015	Strategy for Operational Excellence	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	Canada/ UK Dubai/ USA
QP016	Business Improvement and Quality Techniques	16 th – 27 th June, 2025 15 th – 26 th September, 2025	10 Days	Canada/ Singapore Dubai/ UK
QP017	Quality Assurance and Management Systems	4 th – 15 th August, 2025 10 th -21 st November, 2025	10 Days	Canada UK USA/ Dubai





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AVIATION & ARTIFICIAL INTELLIGENCE



AVIATION & ARTIFICIAL INTELLIGENCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AV001	Advanced Airline Management	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	USA / Dubai Canada/ UK
AV002	Air Transport Planning and Management	13 th – 24 th January, 2025 8 th – 19 th September, 2025	10 Days	Canada/ USA Dubai/ South Africa
AV003	Aviation Digital Technology Management	23 th June – 4 th July, 2025 3 th – 14 th November, 2025	10 Days	Canada/ USA Dubai/ South Africa
AV004	Air Transport Engineering Master Class	20 th – 31 st January, 2025 21 st July – 1 st Aug. 2025	10 Days	UK/ Singapore Dubai/ Canada
AV005	Advanced Aircraft Systems Services Management	9 th – 20 th June, 2025 6 th – 17 th October, 2025	10 Days	Singapore/ UK USA/ Dubai
AV006	Advanced Air Transport Management	10 th – 21 st March, 2025 4 th – 15 th August, 2025	10 Days	USA / South Africa Canada/ USA
AV007	Risk and Crisis Management in Aviation	20 th – 31 st January, 2025 26 th May – 6 th June 2025	10 Days	Canada/ UK Dubai/ USA
AV008	Roadways and Infrastructure Maintenance	5 th – 16 th May, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	Dubai/ UK USA/ Dubai
AV009	Radiation Safety	5 th – 16 th May, 2025 1 st – 12 th September, 2025	10 Days	Singapore / UK USA/ Dubai
AV010	Inspection and Maintenance of Roadways	10 th – 21 st February, 2025 10 th – 21 st November, 2025	10 Days	Dubai/ USA UK / Canada
AV011	Intelligent Air Transportation Systems Architecture	5 th – 16 th May, 2025 1 st – 12 th September, 2025	10 Days	Canada/ UK Dubai/ USA

AVIATION & ARTIFICIAL INTELLIGENCE TRAINING PROGRAMS

CODES	PROGRAMS	DATES	DURATION	LOCATION
AV012	Managing Logistics in Aviation	12 th – 23 rd May, 2025 8 th – 19 th September, 2025	10 Days	UK/ Dubai USA/ Singapore
AV013	Finance in Aviation Management	2 nd – 13 th June, 2025 11 th – 22 nd August, 2025	10 Days	Canada/ UK Dubai/ USA
AV014	Operations Management in Aviation	2 nd – 13 th June, 2025 8 th – 17 th October, 2025	10 Days	Dubai/ USA UK / Canada
AV015	Traffic Impact Analysis	20 nd – 31 st January 2025 15 th – 26 th September, 2025	10 Days	South Africa/ USA Dubai/ Singapore
AV016	Traffic and Transport Engineering Essentials	11 th – 22 nd August, 2025 1 st – 12 th September, 2025	10 Days	USA / Dubai South Africa/ UK
AV017	Dynamic Office Administration in Aviation	31 st Mar. – 11 th April, 2025 25 th Aug. – 5 th Sept, 2025	10 Days	Canada/ UK Dubai/ USA





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GENERAL TRAINING PROGRAMS



GENERAL TRAINING PROGRAMS (5 DAYS)

CODES	PROGRAMS	DATES	DURATION	LOCATION
AV001	Advanced Airline Management	13 th – 17 th January, 2025	5 Days	USA / Dubai
AS017	Critical Thinking and Creative Problem Solving	4 th – 8 th August, 2025	5 Days	South Africa/ USA
BA010	Corporate Credit Analysis	9 th – 13 th June, 2025	5 Days	Canada/ UK
AD013	Sustainable Agriculture and Rural Development	16 th – 20 th June, 2025	5 Days	Canada/ Dubai
AC001	Advanced Governance, Risk and Compliance (GRC)	6 th – 10 th January, 2025	5 Days	Dubai/ USA
CM001	Corporate Communications: PR and Media Skills	6 th – 10 th January, 2025	5 Days	USA/ Dubai
CS 001	Customer Service Masterclass	13 th – 17 th January, 2025	5 Days	Singapore/ UK
DP005	Result-Based Critical Thinking for Protocol Officers and PAs	12 th – 16 th May, 2025	5 Days	Dubai/ UK
DTM004	Emotional Intelligence and Stress Management Dynamics	10 th – 14 th February, 2025	5 Days	USA/ Dubai
ESG009	Environment and Social Governance	12 th – 16 th May, 2025	5 Days	USA/ Canada
FM010	Banking Strategies and Management	21 st – 25 th April, 2025	5 Days	Canada/ UK
GS 020	Strategic Management and Governance	1 st – 5 th September, 2025	5 Days	UK/ Dubai
GP009	Leadership and Corporate Governance	2 nd – 6 th June, 2025	5 Days	London/ Dubai
HR010	Succession Planning, Talent and Performance Management	3 rd – 7 th November, 2025	5 Days	Canada/ UK
IT 014	Cyber Security Masterclass	30 th Jun. – 4 th July, 2025	5 Days	USA/ Dubai
LM005	Emotional Intelligence, Coaching and Mentoring	15 th – 19 th September, 2025	5 Days	USA/ South Africa



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