

2021

TRAINING

CALENDAR

Admin & Secretarial

 **Talent Expertise**
INTERNATIONAL

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Administration & Secretarial

COURSE CODE	PROGRAM TITLE	DATES	VENUE	FEES (USD)
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	31 Jan - 04 Feb	Dubai	4500
AD 100	Competitive Office Management & Administration Skills	31 Jan - 04 Feb	Dubai	4500
AD 112	Communication & Presentation Skills NEW	14 - 18 Feb	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	21 - 25 Feb	Dubai	4500
AD 110	Sales & Account Management	14 - 18 Mar	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	21 - 25 Mar	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	21 - 25 Mar	Dubai	4500
AD 103	Masterclass: Records Management Lifecycle	22 - 26 Mar	Kuala Lumpur	5500
AD 100	Competitive Office Management & Administration Skills	28 Mar - 01 Apr	Dubai	4500
AD 102	Developing Professional Skills for Executive Secretaries & PAs	13 - 17 Jun	Dubai	4500
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	20 - 24 Jun	Dubai	4500
AD 112	Communication & Presentation Skills NEW	27 Jun - 01 Jul	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	04 - 08 Jul	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	04 - 08 Jul	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	11 - 15 Jul	Dubai	4500
AD 100	Competitive Office Management & Administration Skills	15 - 19 Aug	Dubai	4500
AD 103	Masterclass: Records Management Lifecycle	06 - 10 Sep	London	5500

CODE	PROGRAM TITLE	DATES	VENUE	FEES \$
AD 110	Sales & Account Management	12 - 16 Sep	Dubai	4500
AD 106	Comprehensive Behavioural, Administrative & Technical Skills for Office Management	10 - 14 Oct	Dubai	4500
AD 102	Developing Professional Skills for Executive Secretaries & PAs	10 - 14 Oct	Dubai	4500
AD 111	Management Skills for Administrators: Transition from Administration to Management NEW	17 - 21 Oct	Dubai	4500
AD 112	Communication & Presentation Skills NEW	24 - 28 Oct	Dubai	4500
AD 113	The Senior Secretary Development Programme NEW	31 Oct - 04 Nov	Dubai	4500
AD 109	Information Management- Corporate Governance and Implementing Codes of Practice	05 - 09 Dec	Dubai	4500
AD 103	Masterclass: Records Management Lifecycle	20 - 24 Dec	Kuala Lumpur	5500