



DISS

YOUR TRUSTED TRAINING PARTNER

**Business and
Management Courses
Q4 Webinar**

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
CERTIFICATION COURSES						
IFRS (International Financial Reporting Standards)	10 Sessions (Twice a week)	Batch Starts Sep	Batch Starts Oct	Batch Starts Nov	Batch Starts Dec	4.5 hrs
C-PM (Certified Performance Management Professional)	5 Days	5-9 Sep	26-30 Oct	8-12 Nov	14-18 Dec	4 hrs
C-SBP (Certified Strategy and Business Planning Professional)	5 Days	21-25 Sep	12-16 Oct	16-20 Nov	20-24 Dec	4 hrs
C-OKR (Certified Objectives and Key Results Professional)	5 Days	7-11 Sep	26-30 Oct	23-27 Nov	27-31 Dec	4 hrs
CMI Level 5 Leadership and Management	10 Sessions	Start Date 28 - Sep	Start Date 28 - Oct	Start Date 23 - Nov	Start Date 23 - Dec	2 hrs
ILM Level 5 Coaching and Mentoring	Spread to 9 Months	Start Date 23 - Sep	Start Date 23 - Oct	Start Date 18 - Nov	Start Date 17 - Dec	2 hrs
CQI IRQA Problem Solving	6 Days	Start Date 13 - Sep	Start Date 13 - Oct	Start Date 12 - Nov	Start Date 1 - Dec	2 hrs
Lean Awareness Program	2 Days	13-14 Sep	11-12 Oct	15-16 Nov	13-14 Dec	4.5 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
BUSINESS MANAGEMENT COURSES						
Managing Online Meeting	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4.5 hrs
Emotional Intelligence for Crisis Management	2 Days	9-10 Sep	7-8 Oct	4-5 Nov	2-3 Dec	4.5 hrs
Mental Candy Coaching	1 Day	10-Sep	11-Oct	15-Nov	13-Dec	4.5 hrs
Effective Online Coaching Techniques	2 Days	9-10 Sep	7-8 Oct	11-12 Nov	9-10 Dec	4.5 hrs
Business Continuity & Survival in Pandemic	3 Days	13-14 Sep	11-12 Oct	15-16 Nov	13-14 Dec	4.5 hrs
Leading through Crisis	2 Days	15-16 Sep	13-14 Oct	10-11 Nov	8-9 Dec	4 hrs
Time & Stress Management when Working from Home	1 Day	20-Sep	18-Oct	22-Nov	20-Dec	4.5 hrs
Business Writing that Works	2 Days	16-17 Sep	14-15 Oct	18-19 Nov	16-17 Dec	4.5 hrs
KPI - Managing Performance Remotely	2 Days	23-24 Sep	21-22 Oct	25-26 Nov	23-24 Dec	4.5 hrs
Document Control - Beginner	4 Fridays	Start Date 18 Sep	Start Date 16 Oct	Start Date 13 Nov	Start Date 11 Dec	4.5 hrs
Leading Teams to Bounce Back into Business	2 Days	27-28 Sep	25-26 Oct	29-30 Nov	29-30 Dec	4.5 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
ACCOUNTING/ FINANCE COURSES						
Analysis of Oil prices Fluctuations	2 Days	2-3 Sep	4-5 Oct	1-2 Nov	2-3 Dec	4.5 hrs
Finance for Non-Finance Professional	3 Days	20-22 Sep	18-20 Oct	22-24 Nov	20-22 Dec	4.5 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
SALES/MARKETING/SOCIAL MEDIA COURSES						
Telework & Telecommuting	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4.5 hrs
Remote work applications - Arabic	2 Days	6-7 Sep	6-7 Oct	10-11 Nov	7-8 Dec	4.5 hrs
Online purchase applications - Arabic	2 Days	2-3 Sep	4-5 Oct	3-4 Nov	1-2 Dec	4.5 hrs
Social Media Marketing	2 Days	20-21 Sep	18-19 Oct	15-16 Nov	13-14 Dec	4.5 hrs
Sales Guru	2 Days	23-24 Sep	21-22 Oct	25-26 Nov	30-31 Dec	4.5 hrs
Sales Pipeline & Funnel Management	2 Days	16-17 Sep	14-15 Oct	18-19 Nov	16-17 Dec	4 hrs
Digital Branding and Social Selling	2 Days	13-14 Sep	11-12 Oct	15-16 Nov	13-14 Dec	3 hrs
Customer Service on tough times	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4.5 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
TECHNICAL COURSES						
Certified Purchasing Professional	5 Days	20-24 Sep	18-22 Oct	22-26 Nov	23-24 Dec	4.5 hrs
Project Management Professional	5 Days	20-24 Sep	18-22 Oct	22-26 Nov	20-24 Dec	5 hrs
Primavera P6	4 Days	13-16 Sep	11-14 Oct	8-11 Nov	6-9 Dec	4.5 hrs
Supply Chain Risk Management	3 Days	28-30 Sep	27-29 Oct	24-26 Nov	22-24 Dec	3.5 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
IT COURSES						
Android App Development	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4 hrs
Android App Development	40 hrs	13-Sep	11-Oct	15-Nov	13-Dec	2 hrs
Data Analytics with Python	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4 hrs
Cyber Security	2 Days	16-17 Sep	14-15 Oct	11-12 Nov	9-10 Dec	4 hrs
Cyber Security Fundamentals	40 hrs	13-Sep	11-Oct	15-Nov	13-Dec	2 hrs
AI with Python Programming	40 hrs	13-Sep	11-Oct	15-Nov	13-Nov	2 hrs

COURSE NAME	DURATION	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TIMING
IT COURSES						
iOS App Development	40 hrs	13-Sep	11-Oct	15-Nov	13-Nov	2 hrs
MS Office Basics	30 hrs	13-Sep	11-Oct	15-Nov	13-Dec	2 hrs
CCNA	70 hrs	13-Sep	11-Oct	15-Nov	13-Dec	2 hrs
Advanced Microsoft Excel	12 hrs	13-Sep	11-Oct	15-Nov	13-Dec	2 hrs
Introduction to Blockchain Basic	3 Days	13-15 Sep	11-13 Oct	8-10 Nov	6-8 Dec	4.5 hrs
Understanding Block Chain Intermediate	4 Days	20-23 Sep	18-21 Oct	15-18 Nov	13-16 Dec	4.5 hrs
Mastering Blockchain Advanced	5 Days	27 Sep-1 Oct	25-29 Oct	22-26 Nov	20-24 Dec	4.5 hrs

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
ACCREDITATION/PARTNERS			
Certified Management Accountant by IMA	150 Hours/ 25 classes per part	Batch Starts Oct	Batch Starts Jan 2021
Certified Purchasing Professional (CPP) by American Purchasing Society	5 Days	26-Jul-20	15-Nov-20
Certified Professional Purchasing Manager (CPPM) by American Purchasing Society	5 Days	26-Jul-20	15-Nov-20
HABC Level 3 International Award in Delivering Training	4 Days	20-Sep-20	13-Dec-20
Creativity and Innovations for Executives by Innovators League	3 Days	7-Jul-20	7-Oct-20
Accelerate your Creativity and Innovations by Innovators League	3 Days	7-Jul-20	7-Oct-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
COMPUTER/ SOFTWARE COURSES			
Primavera Risk Analysis	3 Days	19-Jul-20	1-Nov-20
Using MS Excel in Project Management	2 Days	5-Jul-20	4-Oct-20
COMFAR	3 Days	22-Sep-20	13-Dec-20
Photoshop Fundamental	5 Days	23-Aug-20	15-Nov-20
Earned Value Management System (EVMS)	2 Days	22-Jul-20	28-Oct-20
MS Project Professional 2016	3 Days	6-Sep-20	24-Nov-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
IT COURSES			
Advanced Microsoft Excel	2 Days	22-Jul-20	28-Oct-20
Microsoft Office Advance Skills	3 Days	28-Jul-20	8-Nov-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
IT COURSES			
Graphic Designing using Adobe CC	5 Days	23-Aug-20	15-Nov-20
ITIL V4 Foundation	2 Days	5-Jul-20	4-Oct-20
Introduction to Artificial Intelligence	5 Days	27-Sep-20	27-Dec-20
Oracle Database Administration	5 Days	27-Sep-20	27-Dec-20
Mobile Apps Development- Android App Development	5 Days	9-Aug-20	15-Nov-20
Programming Languages- Programming with C and C++	5 Days	9-Aug-20	15-Nov-20
OS & Networking - CCNA : Implementing and Administering Cisco Solutions v1.0 (200-301)	10 Days	23-Aug-20	15-Nov-20
Digital Marketing	5 Days	27-Sep-20	27-Dec-20
Microsoft Power BI (Developer)	4 Days	27-Sep-20	27-Dec-20
AutoCAD	5 Days	23-Aug-20	15-Nov-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
IT COURSES			
Ethical Hacking	5 Days	9-Aug-20	15-Nov-20
Microsoft Visio 2019 Basic (Level 1)	2 Days	22-Jul-20	28-Oct-20
Data Analytics with Python	5 Days	23-Aug-20	15-Nov-20
Python Basics	4 Days	27-Sep-20	27-Dec-20
Web Application Development with Java & JEE	5 Days	9-Aug-20	15-Nov-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
TECHNICAL COURSES			
Agile Project Management	2 Days	12-Jul-20	14-Oct-20
Project Management Professionals	5 Days	12-Jul-20	18-Oct-20
Six Sigma Yellow Belt Certification	3 Days	22-Sep-20	15-Dec-20
Value Engineering	5 Days	27-Sep-20	20-Dec-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
BANKING AND FINANCE COURSES			
Finance for Non-Finance Professionals	3 Days	8-Sep-20	29-Nov-20
Anti Money Laundering Training	3 Days	7-Jul-20	11-Oct-20
Financial Modeling Workshop using Excel	3 Days	7-Jul-20	11-Oct-20
Effective Budgeting and Cost Control	3 Days	14-Jul-20	25-Oct-20
Advanced Financial Analysis	3 Days	14-Jul-20	25-Oct-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
SUPPLY CHAIN AND LOGISTICS COURSES			
Supply Chain and Logistics Management	4 Days	30-Aug-20	22-Nov-20
Transport and Logistics	3 Days	15-Sep-20	29-Nov-20
Stock Control and Inventory Management	2 Days	16-Sep-20	2-Dec-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
SALES & CUSTOMER SERVICE COURSES			
Customer Service Excellence	3 Days	19-Jul-20	1-Nov-20
Effective Sales Techniques	2 Days	19-Aug-20	11-Nov-20
How to Promote and Manage Luxury brands	1 Day	8-Jul-20	14-Oct-20
HBR SALES MANAGERS SERIES PROGRAM	4 Days	Batch Starts Oct	Batch Starts Jan 2021

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
MARKETING & PR COURSES			
Social Media Management (Arabic)	2 Days	5-Jul-20	4-Oct-20
Corporate Social Responsibility	2 Days	7-Jul-20	7-Oct-20
Corporate Communications: PR and Media Skills	3 Days	22-Sep-20	15-Dec-20
Marketing Communications and Media Planning Workshop	3 Days	28-Jul-20	8-Nov-20
Digital Media Marketing (Arabic)	5 Days	13-Sep-20	6-Dec-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
SELF DEVELOPMENT COURSES			
The Essentials of Business Etiquette and Protocol	3 Days	12-Jul-20	18-Oct-20
Negotiation for Success	2 Days	26-Jul-20	4-Nov-20
Advanced Communication Skills	2 Days	5-Jul-20	7-Oct-20
Creating a Dynamite Job Portfolio	2 Days	19-Aug-20	11-Nov-20
Time Management and Stress Control	2 Days	30-Aug-20	22-Nov-20
Mastering the Interview	2 Days	9-Sep-20	2-Dec-20
How to Effectively Speak in Public	3 Days	15-Sep-20	29-Nov-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
MANAGEMENT COURSES			
HBR NEW MANAGERS DEVELOPMENT SERIES PROGRAM	6 Days	Batch Starts Oct	Batch Starts Jan 2021
Supervisory Skills	3 Days	6-Sep-20	24-Nov-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
MANAGEMENT COURSES			
Strategic Planning & Management	3 Days	6-Sep-20	24-Nov-20
“Interest Based Negotiation by Harvard University” - Arabic	5 Days	13-Sep-20	6-Dec-20
Business Ethics	2 Days	16-Sep-20	2-Dec-20
Creating a positive work environment	2 Days	27-Sep-20	20-Dec-20
NLP for Negotiation Skills Master Class	3 Days	7-Jul-20	11-Oct-20
Managing Conflict Resolution	2 Days	7-Jul-20	7-Oct-20

COURSE NAME	DURATION	Q3 (Jul- Sep)	Q4 (Oct-Dec)
HR & ADMIN SKILLS			
Balanced Scorecard	2 Days	22-Jul-20	28-Oct-20
Business Writing Skills	2 Days	22-Jul-20	4-Nov-20
Event Management	2 Days	22-Jul-20	4-Nov-20

COURSE NAME	DURATION	Q3 (Jul-Sep)	Q4 (Oct-Dec)
HR & ADMIN SKILLS			
Efficient Administration Skills	3 Days	14-Jul-20	25-Oct-20
HR Administration Skills	3 Days	19-Jul-20	1-Nov-20
Fundamentals of Talent Development	3 Days	14-Jul-20	18-Oct-20
Key Performance Indicator - KPI	3 Days	16-Aug-20	8-Nov-20



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