



**IIR MIDDLE EAST**

■ CONFERENCES ■ EXHIBITIONS ■ TRAINING

an **informa** business

BRINGING KNOWLEDGE TO LIFE

# TRAINING CALENDAR 2012

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# TRAINING

IIR Middle East's Training Division is the leading provider of training programmes across the Middle East. Our extensive range of training programmes are guaranteed to meet the skill development needs of your people, leading to improved performance and an enhanced bottom line.

Our association with key partners and awarding bodies allows us to provide cutting edge information and recognised certification to build confidence in business. Catering to the market's every need, from seminars to classroom-based programmes, in-house bespoke courses to distance learning, there is a solution for every organisation.

In 2009 and 2010, more than 15,000 motivated professionals benefited from our training courses which are delivered by renowned industry experts, leaders in their field. Our key partners, such as George Washington University and ESI International, allow us to provide recognised certification and the tools to excel. Covering a wide variety of specialist subjects, from finance to HR, leadership skills to technical programmes, IIR Middle East's Training Division can deliver any requirement through public participation or in house training.

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## What our customers think of us:



The course was extremely interesting, with quality topics and great illustrations  
**Elie Mikhael**, Account Manager, **Apliman Technologies**, Lebanon

This has been the most beneficial training course I have ever attended in more than 10 years of work experience and after attending more than 25 other training courses.

**Ahmed Al Fayeze**, Head of Contracts, **King Fahad Specialist Hospital**, KSA

This very informative course actually gave me the confidence to positively affirm that I can deliver customer service strategies perfectly

**Fiona Vaz**, Customer Service Executive, **Equate Petrochemical Company**, Kuwait

Inspiring, exciting course that gets your creative juices flowing. Just when you think you know it all you realise that there's yet a lot to learn about social media

**Reem A. Bin Shabib**, Sr. Executive – Marketing, **Dubai Culture & Arts Authority**, UAE

Very interesting course. Exceeded my expectations.

**Kezia Da Rocha**, Towers Manager, **Holiday Inn**, UAE



Our reputation has been firmly built on a foundation of consistently meeting and exceeding the expectations of our customers.

This has been achieved by engaging with them for a deeper understanding of their unique needs and in turn developing inventive and bespoke events.

## Our Training Partners

customised training solutions





## ADMINISTRATION

Accreditation		Course Title	Q1	Q2	Q3	Q4
ILM	<b>A</b>	Advanced Executive Secretary And PAs			8-12 Jul	14-18 Oct
IIRME	<b>E / I</b>	Business Writing For Administrative Professionals		24-27 Jun		
IAM	<b>E / I</b>	Certificate In Administrative Management		27-30 May		9-12 Dec
IIRME	<b>E / I</b>	Management Skills For Administrative Professionals		15-18 Apr		
IIRME	<b>I</b>	Office Manager	18-22 Mar			18-22 Nov
IIRME	<b>E</b>	Certificate In Project Management For Administrative Professionals	29-31 Jan	19-21 Jun		
GW	<b>E / I</b>	Certificate In HR Administration	26-29 Feb		16-19 Sep	



## AUDIT

Accreditation		Course Title	Q1	Q2	Q3	Q4
GW	<b>E / I</b>	Certificate In Enterprise Risk Management		20-23 May		25-28 Nov
GW	<b>E</b>	Certificate In Internal Audit I - Essentials Of Internal Audit	26 Feb - 1 Mar		2-6 Sep	
GW	<b>E / I</b>	Certificate In Internal Audit II - Innovative Audit Reporting	4-8 Mar		9-13 Sep	
GW	<b>A</b>	Certificate In Internal Audit III - Advanced Audit Techniques		15-19 Apr		7-11 Oct
GW	<b>I / A</b>	Certificate In Internal Audit IV - Risk Based Auditing		13-17 May		18-22 Nov
GW	<b>A</b>	Certificate In Internal Audit V - Leading The Internal Audit Function		10-14 Jun		9-13 Dec
GW	<b>E / I</b>	Establishing An Internal Audit Function				16-19 Dec
IIRME	<b>I / A</b>	Risk Based Auditing Of Projects And Contracts		22-26 Apr		14-18 Oct



## BANKING AND FINANCE

Accreditation		Course Title	Q1	Q2	Q3	Q4
IIRME	<b>A</b>	Advanced Budgeting	18-21 Mar		9-12 Sep	
IIRME	<b>A</b>	Advanced Excel – Spreadsheet Techniques And Financial Applications				16-19 Dec
IIRME	<b>A</b>	Advanced Financial Statement Analysis	19-22 Feb		15-18 Jul	19-22 Nov
ILM	<b>I / A</b>	Aligning Budgeting With Strategy				7-10 Oct
GW	<b>A</b>	Certificate In Advanced Compliance				18-21 Nov
GW	<b>E / I</b>	Certificate In Back And Middle Office Management	18-21 Mar			
GW	<b>I</b>	Certificate In Cash Flow Management		20-23 May		
GW	<b>I / A</b>	Certificate In Corporate Governance Best Practice		25-28 Jun		21-24 Oct
GW	<b>E / I</b>	Certificate In Cost Control And Management		3-6 Jun		
GW	<b>I</b>	Certificate In Fast Closing Monthly And Year End Accounts	11-14 Mar	15-18 Apr	16-19 Sep	
GW	<b>I</b>	Certificate In Financial Analysis		10-13 Jun		14-17 Oct
GW	<b>I</b>	Certificate In Financial Control		18-21 Jun		4-7 Nov
GW	<b>I</b>	Certificate In Financial Modelling Using Excel		13-16 May		18-21 Nov
GW	<b>E / I</b>	Certificate In Financial Modelling Using Excel	19-23 Feb	20-24 May		14-18 Oct
GW	<b>I</b>	Certificate In Operational Risk Management			9-12 Sep	
GW	<b>E / I</b>	Certificate In Risk Analysis				11-14 Nov
GW	<b>I</b>	Certificate In Strategic Finance For Non-Finance Managers	11-14 Mar			16-19 Dec
IIRME	<b>I</b>	Compliance Officer			8-12 Jul	
IIRME	<b>E / I</b>	Credit Risk Modelling		27-30 May		19-22 Nov
IIRME	<b>I</b>	Developing A Successful Fraud Prevention And Investigation Strategy	19-22 Feb		16-19 Sep	
IIRME	<b>I / A</b>	Enterprise Performance Management		15-18 Apr		
IIRME	<b>I / A</b>	IFRS For Financial Instruments		9-12 Apr		
IIRME	<b>E / I</b>	IFRS – International Financial Reporting Standards	18-21 Mar	18-21 Jun		9-12 Dec
IIRME	<b>I</b>	IFRS For Banks And Financial Institutions		7-8 May		14-15 Oct
IIRME	<b>I / A</b>	IFRS For Oil And Gas	26-29 Feb			
IIRME	<b>E / I</b>	International Payments, Settlement And Trading Systems			9-12 Sep	
IAFM	<b>I / A</b>	ISO31000 – Global Risk Framework	12-16 Feb			
IIRME	<b>I / A</b>	Leadership For Finance Professionals			23-27 Sep	
IIRME	<b>A</b>	Mergers & Acquisitions			2-5 Jul	
IIRME	<b>I / A</b>	Project Finance Modelling		18-20 Jun		4-6 Dec
IIRME	<b>I / A</b>	Public Private Partnership		29 Apr-1 May		7-10 Oct
IIRME	<b>E / I</b>	Retail Credit Risk Measurement, Management And Control				7-10 Oct
IIRME	<b>A</b>	Senior Executive Finance	18-21 Mar		8-11 Jul	9-12 Dec

■ Essential 
 ■ Intermediate 
 ■ Advanced

■ Dubai 
 ■ Doha 
 ■ Riyadh 
 ■ London 
 ■ Abu Dhabi 
 ■ Lagos



## BUSINESS AND MANAGEMENT

Accreditation		Course Title	Q1	Q2	Q3	Q4
IIRME	I / A	Advanced Presentation And Public Speaking Skills	12-15 Feb	13-16 May 24-27 Jun		9-12 Dec
IIRME	E / I	Analysing And Documenting Work Procedures And Processes			1-4 Jul	
BSCI	I / A	Balanced Scorecard Professional Certification Boot Camp	29 Jan - 2 Feb	20-24 May	22-26 Sep	18-22 Nov
IIRME	E / I	Board Secretary			23-26 Sep	
IIRME	I / A	Budgeting And Forecasting For Business Professionals		10-13 Jun		
IIRME	E	Business Ethics - A Leadership Paradigm	22-25 Jan		8-12 Jul	
IIRME	E / I	Business Protocol			16-19 Sep	
GW	A	Certificate In Advanced Business Communications				4-7 Nov
GW	A	Certificate In Advanced Business Process Analysis, Mapping And Modelling	18-22 Mar 25-29 Mar		9-13 Sep	
GW	A	Certificate In Advanced Data Analysis			1-5 Jul	
GW	E	Certificate In Essential Business Process Analysis, Mapping And Modelling				9-12 Dec
GW	E	Certificate In Essential Data Analysis	23-26 Jan			14-17 Oct
CMI	E / I	Certificate In First Line Management	17-22 Mar			
IIRME	E / I	Certificate In Key Performance Indicators Management		18-20 Jun		
GW	I / A	Certificate In Leadership Effectiveness For Managers	4-8 Mar			7-11 Oct
CMI	E / I	Certificate In Management And Leadership I (Major in Report Writing And Interviews)		21-26 Apr 26-31 May		
CMI	E / I	Certificate In Management And Leadership II (Major in Decision Making)		26-31 May 23-28 Jun		
CMI	E / I	Certificate In Management And Leadership III (Major in Managing Change)		9-14 Jun	22-27 Sep	
GW	I / A	Certificate In Measuring And Monitoring Customer Service				11-14 Nov
GW	I	Certificate In Operations Management	11-15 Mar	3-7 Jun		18-22 Nov
GW	I	Certificate In Performance Development	15-17 Jan			
GW	I / A	Certificate In Quality Management And Business Performance		10-13 Jun		4-7 Nov
GW	I	Certificate In Strategic Business Intelligence Implementation		24-27 Jun		14-17 Oct
GW	I / A	Certificate In Strategic Business Planning	22-25 Jan	18-21 Jun		21-24 Oct
CMI	A	Certificate In Strategic Direction And Leadership				24-29 Nov
GW	I / A	Certificate In Strategic Internal Communications		3-6 Jun		16-19 Dec
CMI	I / A	Certificate In Strategic Management And Leadership			15-20 Sep	
GW	A	Certificate In Strategy Execution	11-14 Mar		1-4 Jul	
GW	I	Certificate In Supervisory Management				11-14 Nov
CMI	E	Certificate In Team Leading	18-23 Feb			
IIRME	A	Certified Business Analyst Professional - CBAP		15-18 Apr		
IIRME	E / I	Certified Customer Service Manager	11-15 Mar		1-5 Jul	
IIRME	I	Certified Management Skills For Middle Managers		1-4 Apr 25-28 Jun		9-12 Dec

Essential Intermediate Advanced

Dubai Doha Riyadh London Abu Dhabi Lagos

## BUSINESS AND MANAGEMENT

Accreditation		Course Title	Q1	Q2	Q3	Q4
IIRME	A	Certified Process Director – CPD		24–27 Jun		4–7 Nov
IPAPI	I	Certified Process Manager – CPM		22–25 Apr		7–10 Oct
IPAPI	E	Certified Process Professional – CPP	26–29 Feb		2–5 Sep	
IIRME	I / A	Competitive Edge Management Skills		22–24 May		
IIRME	I	Corporate Responsibility And Sustainability Management	11–13 Mar	18–20 Jun		
IIRME	I	Crisis And Emergency Management	19–22 Feb			
IIRME	E / I	Designing And Developing An Effective Policy And Procedure System				9–12 Dec
IIRME	I	Developing A Successful Web Portal Strategy	15–18 Jan			
IIRME	I	Developing And Implementing A Successful CSR Strategy				18–21 Nov
IIRME	E / I	Effective Business Management Report Writing		22–25 Apr		9–12 Dec
IIRME	E / I	Effective Business Writing	12–15 Feb		15–18 Jul	21–24 Oct
IIRME	E / I	Effectively Managing And Implementing Policies And Procedures	4–7 Mar			4–7 Nov
IIRME	I	Essential Communication Skills		25–27 Jun		
IIRME	E / I	Essential Management Skills For New Managers		3–6 Jun		16–19 Dec
MCBA	I	Facilitation Techniques For Requirements Development		3–6 Jun		
MCBA	E	Foundations Of Business Analysis	19–22 Feb		23–26 Sep	
IIRME	I / A	Government Performance Measurement				21–24 Oct
HPBM	E / I	High Performance Leadership For The New Manager			2–5 Sep	
MCBA	I	How To Gather And Document User Requirements	11–15 Mar			18–22 Nov
EFQM	I / A	Journey To Excellence	29–31 Jan			
EFQM	I / A	Leaders For Excellence	31 Jan–1 Feb			
BOND	I / A	Leadership For Emerging Leaders		15–19 Apr		7–11 Oct
IIRME	E / I / A	Leadership Series – Function Leadership		6–10 May		
IIRME	E / I / A	Leadership Series – Organisational Leadership				9–13 Dec
IIRME	E / I / A	Leadership Series – Self Leadership	19–23 Feb			
IIRME	E / I / A	Leadership Series – Team Leadership			1–5 Jul	
CMI	I	Management Decision Skills	18–20 Feb			6–8 Oct
CMI	I / A	Maximising Benefits Delivered Through Change		27–30 May		6–8 Oct
MCBA	I	Negotiation For Project Managers		13–16 May		
IIRME	E / I	People Management I	24–26 Mar			27–29 Nov
IIRME	E / I	People Management II	27–29 Mar			27–29 Nov
IIRME	E / I	Powerful Business Presentations And Public Speaking	4–7 Mar			4–7 Nov
MCBA	I	Process Modelling Management		22–25 Apr		2–5 Dec
BOND	E / I	Professional Certificate In Contract Negotiation And Administration		20–24 May		
CMI	I / A	Strategic Business Development Skills	21–23 Feb			9–11 Oct
MCBA	A	Strategic Enterprise Analysis				14–17 Oct
IIRME	I / A	The 5 Day MBA	26 Feb – 1 Mar		1–5 Jul	4–8 Nov
MCBA	E / I	Use Case Modeling			16–19 Sep	
GW	I / A	Women And Leadership				21–24 Oct

“ A refreshing 360 degree perspective on customer service. I really understood where I am and where I could be as a customer service manager, as well as where the department is and where it could be.

**Zeina Moukarim**, Head of Customer Service, **Qatar Financial Centre Authority**, Qatar

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## HEALTHCARE

Accreditation	Course Title	Q1	Q2	Q3	Q4
IIRME	I / A Business And Service Planning For Healthcare Managers				17-19 Nov
IIRME	I / A Cost Control And Revenue Management For Healthcare Organisations	11-14 Mar			14-17 Oct
IIRME	I / A Customer Service Excellence In Healthcare		20-23 May		
IIRME	I / A Diploma In Practical Occupational And Environmental Health - Modules 3 & 4	22-26 Jan			
IIRME	I / A Finance And Budgeting For Healthcare Managers				20-22 Nov
IIRME	I / A Healthcare Information Management				8-10 Dec
IIRME	I / A Healthcare Mini MBA	25-29 Mar		16-20 Sep	
IIRME	I / A Healthcare Process Improvement				4-7 Nov
IIRME	I / A Healthcare Quality And Process Improvement				11-13 Dec
IIRME	I / A Healthcare Quality And Patient Safety Improvement		1-5 Apr		
IIRME	A Leaders In Healthcare			2-5 Jul	
IIRME	I / A Leadership Effectiveness For Healthcare Managers I - Personal And Team Effectiveness			9-12 Sep	
IIRME	I / A Leadership Effectiveness For Healthcare Managers II - Managing Organisations And Change		1-3 May	11-13 Sep	
IIRME	I / A Managing Health Service Delivery				9-12 Dec
IIRME	I / A Managing Your Healthcare Enterprise		10-13 Jun		
IIRME	I / A Managing Healthcare Finance			8-11 Jul	
IIRME	I / A Managing Information And Communication In Healthcare				18-21 Nov
IIRME	I / A Recruitment And Retention Of Talent In Healthcare	12-15 Feb		30 Sep - 3 Oct	
IIRME	I / A Strategic Business And Service Planning In Healthcare				21-24 Oct

“ The training put me on the right track. I know exactly what our department is lacking now and what action plan I have to implement ASAP

**Rosalie Ghostine**, Customer Relationship Manager,  
**Sanofi Aventis**, UAE ”

“ An eye-opener and very informative  
**Lata Nair**, Board Secretary,  
**Oman Electricity Transmission Co. SAOC**, Oman ”

“ Excellent! Rich with information.  
**Abdulaziz Al Ogaieel**, Compliance Officer  
**Middle East Specialized Cables**, KSA ”



## HUMAN RESOURCES

Accreditation		Course Title	Q1	Q2	Q3	Q4
GW	<b>A</b>	Advanced Strategic HRM Masterclass				7-10 Oct
GW	<b>I</b>	Certificate In Career Development	26-29 Feb		2-5 Sep	
IIRME	<b>I</b>	Budgeting And Budget Control Of The Hr Function/Effective Manpower Planning	11-15 Mar		1-5 Jul	9-13 Dec
GW	<b>I</b>	Certificate In Compensation And Reward Management	6-9 Feb	27-30 May		18-21 Nov
GW	<b>I</b>	Certificate In Developing HR Policy Manuals			8-11 Jul	
GW	<b>E / I</b>	Certificate In HR Administration	26-29 Feb		16-19 Sep	
IIRME	<b>E / I</b>	Certificate In HR Policies And Procedures		13-16 May		25-28 Nov
GW	<b>E / I</b>	Certificate In HR Skills I	18-22 Mar		2-6 Sep	18-22 Nov
GW	<b>E / I</b>	Certificate In HR Skills II	25-29 Mar		9-13 Sep	25-29 Nov
GW	<b>E / I</b>	Certificate In Job Analysis, Job Evaluation And Grade Structures	12-16 Feb	20-24 May		7-11 Oct
GW	<b>I / A</b>	Certificate In Performance Management And Performance Appraisal				14-17 Oct
GW	<b>I</b>	Certificate In Succession Planning And Career Development		10-13 Jun		16-19 Dec
GW	<b>I</b>	Certificate In Talent Management	29-31 Jan			
IIRME	<b>I</b>	Certificate In Training Management		22-25 Apr	30 Sep-3 Oct	
GW	<b>E / I</b>	Certified HR Auditor	15-18 Jan	29 Apr-2 May		21-24 Oct
ILM	<b>I</b>	Certified Recruitment, Retention And Talent Management Programme		15-18 Apr		18-21 Nov
GW	<b>E</b>	Certified Training Coordinator		24-27 Jun		9-12 Dec
IIRME	<b>I</b>	Developing And Implementing A Dynamic HR Strategy	22-25 Jan	3-6 Jun		9-12 Dec
IIRME	<b>I / A</b>	Dynamic Recruitment, Interviewing And Appraisal Techniques				16-19 Dec
IIRME	<b>I</b>	Employee Relations	11-15 Mar			
IIRME	<b>I</b>	Employee Relations Toolkit		24-26 Jun		16-19 Dec
IIRME	<b>I</b>	Managing Learning And Development			8-12 Jul	
CIPDE	<b>I</b>	Performance Review Skills			9-11 Sep	
IIRME	<b>I</b>	Resourcing, Talent Planning And Recruitment				14-17 Oct
IIRME	<b>E / I / A</b>	The A - Z Of Competency Frameworks		8-11 Apr	16-19 Sep	
GW	<b>I / A</b>	The HR Scorecard		3-6 Jun		4-7 Nov
IIRME	<b>E / I</b>	Train The Trainer	29-31 Jan	27-29 May		
IIRME	<b>E / I</b>	Training And Learning Needs Analysis (TLNA) And Evaluation	12-16 Feb			4-8 Nov



**ICT & TELECOM**  
A DIVISION OF  
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## ICT AND TELECOM

Accreditation	Course Title	Q1	Q2	Q3	Q4
IIRME	<b>A</b> Advanced Document And Records Management				9-12 Dec
IIRME	<b>I / A</b> Business Continuity Management And IT Disaster Recovery	22-25 Jan	20-23 May		7-10 Oct
IIRME	<b>I / A</b> Business-Driven Strategic IT Planning	11-14 Mar			16-19 Dec
IIRME	<b>I</b> Certified Information System Auditor Exam Prep Course		20-24 May		
IIRME	<b>E</b> Cloud Computing Foundation Certificate Examination With Business Simulations			23-26 Sep	
IIRME	<b>I</b> Developing A Successful Web Portal Strategy	15-18 Jan			
IIRME	<b>I</b> Enterprise Application Integration			16-19 Sep	
IIRME	<b>E</b> Essential IT Management			9-12 Sep	
IIRME	<b>I / A</b> Implementing Information Management Solutions Using Microsoft Sharepoint 2010		24-27 Jun		
IIRME	<b>E / I</b> Integrated Document And Records Management	22-25 Jan	27-30 May	23-26 Sep	
IIRME	<b>I / A</b> IT Balanced Scorecard				14-17 Oct
IIRME	<b>I / A</b> IT Leadership			8-11 Jul	
PMI	<b>I</b> IT Project Management (Non ESI)	25-28 Mar		30 Sep - 3 Oct	
IIRME	<b>E</b> ITIL V3 Foundation Certificate In IT Service Management		15-18 Apr		
IIRME	<b>I</b> Management Information Systems	26-29 Feb		1-4 Jul	
IIRME	<b>I</b> Service Level Agreements And IT Contracts	19-22 Feb	18-21 Jun		18-21 Nov
IIRME	<b>I / A</b> Strategic Information Security Management	26-29 Feb			
IIRME	<b>I / A</b> Strategic IT Manager				21-24 Oct
IIRME	<b>I</b> Systems Analysis And Design	11-14 Mar			4-7 Nov



**INDUSTRIAL**  
A DIVISION OF  
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## INDUSTRIAL

Accreditation	Course Title	Q1	Q2	Q3	Q4
DATATRAK	<b>I / A</b> Advanced Maintenance Management Practices (PAM Series 2)		3-7 Jun		
DATATRAK	<b>A</b> Building Value In Maintenance Through Reliability (PAM Series 3)			23-27 Sep	
IIRME	<b>E / I</b> Emergency Response Planning		27-30 May	23-26 Sep	18-21 Nov
DATATRAK	<b>E / I</b> Managing Maintenance Improvement Tools (PAM Series 1)	4-8 Mar			

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## LEGAL AND CONTRACTS

Accreditation		Course Title	Q1	Q2	Q3	Q4
GW	I / A	Certificate In Due Diligence	25-28 Mar			11-14 Nov
IIRME	I	Contract Drafting For Non-Lawyers	22-25 Jan	3-6 Jun		14-17 Oct
IIRME	E / I / A	Current Trends In Labour And Employment Law In The UAE	18-19 Mar			
IIRME	E / I / A	Current Trends In Labour And Employment Laws In Qatar	18-19 Mar			
IIRME	I	Dispute Resolution In The UAE				16-19 Dec
IIRME	E / I / A	Labour And Employment Law In The UAE	29-30 Jan	6-7 May		11-12 Nov
IIRME	E / I	Tender Preparation And Evaluation	4-8 Mar		23-26 Sep	9-12 Dec
GW	E / I	Understanding Commercial Law In The UAE	19-22 Mar			7-10 Oct

“ A very rich course and a very qualified trainer. Really interesting information  
**Badreya Al Bisher**, Senior HR Officer,  
**State Audit institutuion, UAE** ”

“ Charles Wilson was fantastic! Passionate about his work, which transcended to the participants  
**Adib Samara**, Employee Relations And Communications Officer,  
**Nestle Middle Easr FZE, UAE** ”

“ I will definitely use IIR and Jacquelin Klauer again. The course was engaging, empowering yet entertaining. I've never enjoyed learning so much.  
**Weam Zabbar**, Customer Services Manager,  
**ACI Worldwide, Bahrain** ”

“ I would like to attend any course if Paul Walsh was the course leader! I really liked his way of teaching  
**Fayza A. Murad**,  
**Dubai Electricity and Water Authority, UAE** ”



## PROJECT MANAGEMENT

Accreditation	Course Title	Q1	Q2	Q3	Q4
	<b>A</b> Advanced Engineering Services For Buildings – Optimising Delivered Performance		5–6 Jun		
ESI – ADVANCED	<b>A</b> Aligning Project Management With Organizational Strategy	26 Feb – 1 Mar			
IIR	<b>I / A</b> Benefit Realisation Management	25–28 Mar			
ESI	<b>I</b> Contract Management Principles And Practices		24–26 Apr	7–9 Jul 25–27 Sep	
PMI	<b>E</b> Effective Project Coordinator	26–29 Feb		2–5 Sep	
	<b>E</b> Excutive Certificate In Festival And Event Management		1–3 May		
ESI – ADVANCED	<b>A</b> Leading Complex Projects				16–20 Dec
ESI – ADVANCED	<b>A</b> Leading Project Managers			1–5 Jul	
ESI	<b>E / I</b> Managing Projects	28–30 Jan	31 Mar – 2 Apr 29–31 May	24–27 Sep	13–15 Oct
PMI	<b>I / A</b> PMI – Certified Associate In Project Management Exam Preparation		24–27 Jun		
PMI	<b>I / A</b> PMI – Program Management Professional Exam Preparation				7–11 Oct
PMI	<b>I / A</b> PMI – Risk Management Professional Exam Preparation		8–12 Apr		4–8 Nov
PMI	<b>I / A</b> PMP Exam Preparation	22–26 Jan		16–20 Sep	
BOND	<b>I / A</b> Professional Certificate In Practical Project Management	11–15 Mar		1–5 Jul	18–22 Nov
ESI – ADVANCED	<b>A</b> Program Management		20–24 May		
ESI	<b>E / I</b> Project Leadership, Management And Communications		21–23 Apr	10–12 Jul 22–24 Sep	16–18 Oct
ESI	<b>I / A</b> Project Management Applications	18–22 Mar		15–19 Jul	4–8 Nov 9–13 Dec
IIRME	<b>E / I</b> Project Management For Special Events	11–14 Mar		15–18 Jul	11–14 Nov
PMI	<b>E / I</b> Project Management Office	19–23 Feb			18–22 Nov
ESI	<b>I / A</b> Project Risk Management	12–14 Feb	26–28 May	2–4 Sep	15–18 Oct 24–26 Nov
ESI	<b>E / I</b> Quality For Project Managers	31 Jan – 2 Feb	3–5 Apr 3–5 Jun		
ESI – ADVANCED	<b>A</b> Regaining Control Of Projects				25–29 Nov
ESI	<b>E / I</b> Scheduling And Cost Control	4–8 Mar	27–31 May	8–12 Jul	10–14 Dec



■ Essential ■ Intermediate ■ Advanced

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## PROPERTY

Accreditation		Course Title	Q1	Q2	Q3	Q4
GW	I / A	Certificate In Real Estate Development		20-23 May		8-11 Dec
GW	E	Certificate In Real Estate Finance And Investment	12-15 Feb		16-19 Sep	
GW	I / A	Certificate In Real Estate Investment And Management			15-18 Jul	
GW	I	Certificate In Real Estate Modelling	19-22 Mar			14-17 Oct
GW	I / A	Certificate In Real Estate Valuation		23-26 Apr		18-21 Nov
IIRME	E	Essentials Of Engineering Services For Buildings		3-4 Jun		
BIFM	I	Optimising Facilities Management Performance		10-11 Apr		2-3 Oct
BIFM	E	Understanding Facilities Management		8-9 Apr		30 Sep-1 Oct



## SALES MARKETING AND PR

Accreditation		Course Title	Q1	Q2	Q3	Q4
ISMM	A	Advanced Negotiation Skills	18-21 Mar			
ISMM	E / I	Best Practice in Sales Management				25-28 Nov
ILM	I / A	Boosting Sales Performance	26-29 Feb		23-26 Sep	
AIPMM	E / I	Certified Product Manager / Certified Product Marketing Manager	10-15 Mar			24-29 Nov
IIRME	I / A	Developing And Managing Marketing Teams		18-21 Jun		16-19 Dec
IIRME	E	Effective Marketing Executive		6-9 May		9-12 Dec
IIRME	I	Planning And Running Successful PR Campaigns		8-11 Apr		14-17 Oct
IIRME	E / I	Social Media Marketing Masterclass	29-31 Jan		16-18 Sep	
IIRME		Strategic Marketing For Decision Makers			2-5 Jul	
IIRME	I / A	Successful Product Launching And Brand Positioning				7-10 Oct



## SUPPLY CHAIN MANAGEMENT

Accreditation	Course Title	Q1	Q2	Q3	Q4
IIRME	<b>I / A</b> Best Practice Procurement		20-23 May		4-7 Nov
	<b>I</b> Certificate In Sustainable Supply Chain				7-10 Oct
CILT	<b>E / I</b> Customer Services And Quality Management For Logistics Professionals		15-17 May		
IIRME	<b>E / I</b> Effective Buyer	4-7 Mar		16-19 Sep	
CILT	<b>I / A</b> Global Supply Chain Leadership Programme			8-11 Jul	
CILT	<b>I / A</b> Managing Finance And Resources In Logistics			8-10 Sep	
CILT	<b>E / I</b> Managing Freight And Warehousing Operations			11-13 Sep	
CILT	<b>I</b> Managing The Logistics And Transport Operations		12-14 May		
IIRME	<b>I</b> Measuring And Monitoring Suppliers' Performance		24-27 Jun		9-12 Dec
CILT	<b>I</b> Road Fleet Management	18-21 Mar			
CILT	<b>E / I</b> Successfully Planning And Controlling Material And Inventory	12-15 Feb			25-28 Nov

“ Robert Mosley was excellent and shared lots of tremendous experience with us  
**Moataz Ali Hilou**, Senior HR Analyst,  
**Bassamh Group of Companies**, KSA ”

“ I would say that Simon Bucknall has changed something in my life. His course is one I've been waiting for a long time  
**Othman Khalid Al Otaibi**, Lawyer, **Laws2U**, KSA ”

“ The instructor, Geoff Jarvis, was excellent. The course was interesting, informative and practical. I hope I have the chance to attend more of his courses.  
**Nadia Al Romaithi**, Senior Training Officer, **Takreer**, UAE ”



**IIR MIDDLE EAST**

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