

AVTC Training Calendar 2006 (Jan to June)

Accounting Programs	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Accounting for Derivatives - Part I	5 Days		5-9 (Sat-Wed)					
Accounting for Derivatives - Part II	5 Days			12-16 (Sat-Wed)				
International Accounting Standards - Part I	5 Days					15-19 (Sat-Wed)		
International Accounting Standards - Part II	5 Days				1-5 (Sat-Wed)			
Estimated Budgets & Costs	5 Days							
Effective Budgeting & Cost Control	3 Days							
Finance and Cost Control for Non-Finance Staff	3 Days		7-9 (Mon-Wed)					
Auditing Management Systems for Improvement	3 Days			27-29 (Sun-Wed)				
Advance Audit	4 days							
Stategic Financial Management	4 Days				3-6 (Sat-Tue)			
Administration Programs	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Administration & Secretarial Skills	3 Days					23-25 (Sun-Tue)		
Office Management	5 Days							
Inverviewing Skills	3 Days							17-19 (Sat-Mon)
Business Writing Programs	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Report Writing	4 Days		8-11 (Sat-Tue)					
Preparing Successful Technical Project Specifications	5 Days							
Budget Preparation Techniques	5 Days			9-13 (Sat-Wed)				
English for Business Communications	5 Days		15-19 (Sat-Wed)					24-28 (Sat-Wed)
Customer Service Skills	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Excellence in Customer Services	2 days							6-7 (Tue-Wed)
Ditinguished Customer Services in Government run organisations	3 Days					22-24 (Sat-Mon)		
Customer Services Satisfaction	3 Days							
Human Resources	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Human Resource Management	3 Days		1-3 (Sat - Mon)					
Recruitment and selection skills	5 Days					22-26 (Sat-Wed)		
Training Assessor	1 Day							
Leadership Courses	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Leadership Development & Succession planning	4 Days							
Team Building & Leadership Skills	5 Days					15-19 (Sat-Wed)	13- 17 (Sat-Wed)	
Supervisory Skills	2 Days							4-5 (Sun-Mon)
Management Courses	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Appraising Coaching Mentoring & Counselling	2 Days							
Competency Profiling	1 Day							
Critical Competencies for Administrators	5 Days							
GISP - Self Management	2 Days		22-23 (Sat-Sun)		5-6 (Sat-Sun)			
Global Business Management	2 Days							
International Quality Standards	1 Day							
Logistics Management	3 Days							
Managing & Resolving Conflict	5 Days			5-9 (Sat-Wed)				
Meeting skills and Teamwork	3 Days						17-19 (Sat-Mon)	

Management Courses	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Negotiation Skills	2 Days			24-25 (Sat-Sun)				
NLP at Work	4 Days							10-13 (Sat-Tue)
Operations Management	3 Days							
Planning & Organising	2 days			12-13 (Sat-Sun)			27-28(Sat-Sun)	
Problem Solving & Decision Making	5 Days							
Project Management	3 Days					22-24 (Sat-Mon)	20-22 (Sat-Mon)	
Project Risk Management	5 Days							
Quality Improvement Process	5 Days			26-30 (Sat-Wed)				
Statistical Analysis	2 Days							
Strategic Financial Management	5 Days				10-14 (Sat-Wed)			
Strategic Management	4 Days				8- 11 (Sat-Tue)			17-20 (Sat-Tue)
Time Management	3 Days						27-29 (Sat-Mon)	
Total Quality Management	4 Days							
Sales & Marketing Courses	Duration	Fee(AED)	Jan	Feb	Mar	Apr	May	Jun
Communications & Interpersonal Skills	5 Days		1 - 5 (Sat-Wed)					24- 28(Sat-Wed)
Presentation Skills	2 Days							
Creativity & Mind Mapping	4 Days							
How to be a professional Seller	2 Days						9-10 (Tue-Wed)	
Strategic Sales & Dynamic Marketing	4 Days						6- 9(Sat-Tue)	10-13 (Sat-Tue)
International Trade	3 Days				3-5 (Sat-Mon)			