

AVTC Training Calendar 2006 (July to Dec)

Accounting Programs	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Accounting for Derivatives - Part I	5 Days							
Accounting for Derivatives - Part II	5 Days							
International Accounting Standards - Part I	5 Days							
International Accounting Standards - Part II	5 Days							
Estimated Budgets & Costs	5 Days				2-6 (Sat-Wed)			
Effective Budgeting & Cost Control	3 Days			20-22 (Sun-Mon)		1-3 (Sun-Tue)		
Finance and Cost Control for Non-Finance Staff	3 Days							
Auditing Management Systems for Improvement	3 Days							
Advance Audit	4 days						19-22 (Sun-Wed)	
Strategic Financial Management	4 Days				23-26 (Sat-Tue)			
Administration Programs	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Administration & Secretarial Skills	3 Days		3-5 (Sun-Wed)		10-12 (Sun-Tue)			
Office Management	5 Days							9-13 (Sat-Wed)
Interviewing Skills	3 Days							
Business Writing Programs	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Report Writing	4 Days							
Preparing Successful Technical Project Specifications	5 Days		22-26 (Sat-Wed)		16-20 (Sat-Wed)			
Budget Preparation Techniques	5 Days							
English for Business Communications	5 Days		15-19 (Sat-Wed)		16-20 (Sat-Wed)			
Customer Service Skills	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Excellence in Customer Services	2 days					29-30 (Sun-Mon)		26-27 (Mon-Tue)
Distinguished Customer Services in Government run organisations	3 Days							
Customer Services Satisfaction	3 Days				9-11 (Sat-Mon)			
Human Resources	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Human Resource Management	3 Days		1-3 (Sat-Mon)				5-7 (Sun-Tue)	
Recruitment and selection skills	5 Days							
Training Assessor	1 Day					7 (Sat)		
Leadership Courses	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Leadership Development & Succession planning	4 Days						11-14 (Sat-Tue)	
Team Building & Leadership Skills	5 Days			19-23 (Sat-Wed)				
Supervisory Skills	2 Days							
Management Courses	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Appraising Coaching Mentoring & Counselling	2 Days		8-9 (Sat-Sun)					
Competency Profiling	1 Day				23 (Sat)			
Critical Competencies for Administrators	5 Days		15-19 (Sat-Wed)				4-8 (Sat-Wed)	
GISP - Self Management	2 Days				2-3 (Sat-Sun)			
Global Business Management	2 Days							
International Quality Standards	1 Day				9 (Sat)			
Logistics Management	3 Days					14-16 (Sat-Mon)		
Managing & Resolving Conflict	5 Days							
Meeting skills and Teamwork	3 Days		22-24 (Sat-Mon)			28-30 (Sat-Mon)		
Negotiation Skills	2 Days							

Management Courses	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
NLP at Work	4 Days						4-7 (Sat-Tue)	
Operations Management	3 Days						18-20 (Sat-Mon)	
Planning & Organising	2 days							9-10 (Sat-Sun)
Problem Solving & Decision Making	5 Days							2-6 (Sat-Wed)
Project Management	3 Days							17-19 (Sun-Tue)
Project Risk Management	5 Days			12-16 (Sat-Wed)				
Quality Improvement Process	5 Days							
Statistical Analysis	2 Days							16-17 (Sat-Sun)
Strategic Financial Management	5 Days							
Strategic Management	4 Days					14-17 (Sat-Tue)		
Time Management	3 Days							
Total Quality Management	4 Days		24-27 (Mon-Thu)					
Sales & Marketing Courses	Duration	Fee(AED)	Jul	Aug	Sep	Oct	Nov	Dec
Communications & Interpersonal Skills	5 Days			5- 8(Sat-Wed)				16-19 (Sat-Wed)
Presentation Skills	2 Days					21-22 (Sat-Sun)		
Creativity & Mind Mapping	4 Days							22-25 (Sat-Tue)
How to be a professional Seller	2 Days							
Strategic Sales & Dynamic Marketing	4 Days						25-28 (Sat-Tue)	
International Trade	3 Days							