

Training Programs Plan 2016

مُعْهَدُ الْعَالَمِ الْعَرَبِيِّ لِلتَّاهِيَةِ الْمُهْنِيَّةِ



- Islamic Finance Program
- Halal Program
- Planning & Strategy Management
- Leadership & Management
- Interpersonal Skills & Self Development

- Human Resources and Training
- Customer Service
- Business Writing and Communication Skills
- Secretary & Office Administration
- Professional Diploma



Islamic Finance Program

Code	Program Name	Language	Location	Duration	Fees
IF-1	The Certified Islamic Banker				
	(7-10) Jan 2016	(Arabic)	Dubai	4	2500\$
	(3-6) Mar 2016	(English)	Dubai	4	2500\$
	(10-13) Nov 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-2	The Certified Islamic Specialist in Sharia Auditing				
	(14-17) Jan 2016	(Arabic)	Dubai	4	2500\$
	(10-13) Mar 2016	(English)	Dubai	4	2500\$
	(17-20) Nov 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-3	The Certified Islamic Specialist in Risk Management				
	(21-24) Jan 2016	(Arabic)	Dubai	4	2500\$
	(17-20) Mar 2016	(English)	Dubai	4	2500\$
	(24-27) Nov 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-4	The Certified Islamic Specialist in Capital Markets				
	(28-31) Jan 2016	(Arabic)	Dubai	4	2500\$
	(24-27) Mar 2016	(English)	Dubai	4	2500\$
	(1-4) Dec 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-5	The Certified Islamic Specialist in Takaful				
	(4-7) Feb 2016	(Arabic)	Dubai	4	2500\$
	(1-4) April 2016	(English)	Dubai	4	2500\$
	(8-11) Dec 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-6	The Certified Islamic Specialist in Trade Finance				
	(11-14) Feb 2016	(Arabic)	Dubai	4	2500\$
	(14-17) April 2016	(English)	Dubai	4	2500\$
	(15-18) Dec 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-7	The Certified Islamic Specialist in Accounting				
	(18-21) Feb 2016	(Arabic)	Dubai	4	2500\$
	(20-24) April 2016	(English)	Dubai	4	2500\$
	(22-25) Dec 2016	(Arabic)	Abu Dhabi	4	2500\$
IF-8	The Certified Islamic Specialist in Governance and Compliance				
	(25-28) Feb 2016	(Arabic)	Dubai	4	2500\$
	(26-29) April 2016	(English)	Dubai	4	2500\$
	(2-5) Jan 2017	(Arabic)	Abu Dhabi	4	2500\$

Halal Program

H-1	Certified Halal Internal Auditor (CHIA) (20-24) March 2016	(English)	Dubai	5	3,000\$
H-2	Halal Industry Awareness Program (HIAP) (21-23) April 2016	(English)	Dubai	3	2,500\$
H-3	Halal Assurance Management System (HAS) (5-7) May 2016	(English)	Dubai	3	2,500\$
H-4	Halal Lead Auditor Program (HLAP) (23-27) Oct 2016	(English)	Dubai	5	3,600\$

Planning & Strategy Management

P&S-1	Measuring Performance in the Public Sector Using KPIs (1-5) Aug 2016	(English)	Istanbul	5	3,500\$
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P&S-2	Strategy Management in the Public Sector (17-21) April 2016	(English)	Sharm El Sheikh	5	3,500\$
P&S-3	The Balanced Scorecard: Achieving Performance Excellence (7-11) Feb 2016	(English)	Dubai	5	4,000\$
P&S-4	Public Sector Innovation and Smart Cities (12-16) June 2016	(English)	Abu Dhabi	5	4,500\$
P&S-5	The Business Management Simulation Workshop (19-23) June 2016	(English)	Dubai	5	4,000\$
P&S-6	The Effective Analyst: From Research to Execution (1-5) Feb 2016	(English)	Dubai	5	3,800\$
P&S-7	Developing and Implementing the Business Plan (9-13) Oct 2016	(English)	Dubai	5	3,800\$

Leadership & Management

L&M-1	Leading and Managing Change (1-5) July 2016	(English)	Dubai	5	3,800\$
L&M-2	Middle Management Skills (29 May – 2 June) 2016	(English)	Dubai	5	3,800\$
L&M-3	Managerial Decision-Making and Problem-Solving (30 Oct – 3 Nov) 2016	(English)	Dubai	5	3,800\$
L&M-4	Key Managerial Skills for New Managers and Supervisors (14-18) August 2016	(English)	Istanbul	5	4,000\$
L&M-5	Leadership and Communication (1-5) May 2016	(English)	Dubai	5	3,800\$
L&M-6	Creative Thinking To Support Of Senior Management Decisions (23-27) Oct 2016	(English)	Dubai	5	3,800\$
L&M-7	Modern Methods of Team Building (6-10) March 2016	(English)	Dubai	5	3,800\$

Interpersonal Skills & Self Development

I&C-1	Creative Problem-Solving and Decision-Making (21-25) August 2016	(English)	Istanbul	5	4,000\$
I&C-2	High Performance Teams (21-25) August 2016	(English)	Istanbul	5	4,000\$
I&C-3	The Power of Positive Attitude (18-22) September 2016	(English)	Dubai	5	3,000\$
I&C-4	Time Management and Stress Control (28-30) August 2016	(English)	Dubai	3	3,000\$
I&C-5	Managing Conflict: Power through Influence (1-3) March 2016	(English)	Dubai	3	2,500\$
I&C-6	Emotional Intelligence: Strategies for Success (17-21) July 2016	(English)	Dubai	5	3,000 \$

Human Resources and Training

HM-1	Human Resources Management (2-6) Oct 2016	(English)	Kuala Lumpur	5	4,500\$
HM-2	Essential Skills for the HR Professional (13-17) Nov 2016	(English)	Dubai	5	3,500\$
HM-3	Performance Management: Setting Objectives and Conducting Appraisals (17-21) Jan 2016	(English)	Dubai	5	3,000\$



HM-4	Certified Human Resources Professional: From Traditional HR Role to Business Partner (20-24) Nov 2016	(English)	Dubai	5	3,500\$
HM-5	Employee Relations: Roles and Responsibilities (7-11) Feb 2016	(English)	Dubai	5	3,500\$
HM-6	Certified Training and Development Professional (14-18) Feb 2016	(English)	Dubai	5	4,000\$
HM-7	Train the Trainer: From Design to Delivery By New Chinese Techniques (25-30) September 2016	(Arabic)	Dubai	6	4,600\$
HM-8	Identifying Training Needs and Evaluating Training (7-11) August 2016	(Arabic)	Istanbul	5	3,000\$

Customer Service

CS-1	Customer Service Management (25-29) September 2016	(English)	Dubai	5	3,200\$
CS-2	The Customer Complaint System: A Tool for Customer Service Improvement (5-9) June 2016	(English)	Dubai	5	2,500\$
CS-3	Custom Loyalty and Satisfaction Workshop (24-28) April 2016	(English)	Dubai	5	3,000\$

Business Writing and Communication Skills

C&W-1	Interpersonal Communication Skills (3-4) April 2016	(English)	Dubai	2	1,500\$
C&W-2	Presentation Design and Delivery Skills (8-12) May 2016	(English)	Dubai	5	3,500\$
C&W-3	Business Writing Strategies (1-4) May 2016	(English)	Dubai	5	4,000\$

Secretary & Office Administration

S&M-1	The Certified Executive Assistant Program (13-17) Nov 2016	(English)	Dubai	5	4,200\$
S&M-2	Computer-Based Office Administration and Organization (18-22) September 2016	(English)	Istanbul	5	4,600\$

Professional Diploma

PD-1	PDRM - Professional Diploma in Risk Management in IFIs (7 Jan -28 Feb) 2016	(Arabic)	Dubai	30	8,600\$
	(3 Mar- 29 April) 2016	(English)	Dubai	30	8,600\$
	(10 Nov – 30 Dec) 2016	(Arabic)	Abu Dhabi	30	8,600\$
PD-2	PDAC - Professional Diploma in Accounting in IFIs (7 Jan -28 Feb) 2016	(Arabic)	Dubai	30	8,600\$
	(3 Mar- 29 April) 2016	(English)	Dubai	30	8,600\$
	(10 Nov – 30 Dec) 2016	(Arabic)	Abu Dhabi	30	8,600\$
PD-3	PDFS - Professional Advanced Diploma in Islamic Finance (7 Jan -28 Feb) 2016	(Arabic)	Dubai	30	8,600\$
	(3 Mar- 29 April) 2016	(English)	Dubai	30	8,600\$
	(10 Nov – 30 Dec)2016	(Arabic)	Abu Dhabi	30	8,600\$
PD-4	PDSA - Professional Diploma in Sharia Auditing (7 Jan -28 Feb) 2016	(Arabic)	Dubai	30	8,600\$
	(3 Mar- 29 April) 2016	(English)	Dubai	30	8,600\$
	(10 Nov – 30 Dec) 2016	(Arabic)	Abu Dhabi	30	8,600\$
PD-5	EPM - Professional Master in Islamic Finance (3 Mar- 29 April) 2016	(English)	Dubai	60	10,000\$



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