

Administration and Office Management

AOM01	Professional Development for Secretaries, PAs and Executive Assistants				
	Starting	Ending	Days	Location	Fees
	08-Jan-24	19-Jan-24	10.00	Dubai	\$5,600.00
	18-Mar-24	22-Mar-24	5.00	Dubai	\$3,900.00
	20-May-24	31-May-24	10.00	Dubai	\$5,600.00
	29-Jul-24	02-Aug-24	5.00	Dubai	\$3,900.00

AOM02	High Impact Business Communication for Administrative Professionals				
	Starting	Ending	Days	Location	Fees
	15-Jan-24	26-Jan-24	10.00	Dubai	\$5,600.00
	25-Mar-24	29-Mar-24	5.00	Dubai	\$3,900.00
	27-May-24	07-Jun-24	10.00	Dubai	\$5,600.00
	05-Aug-24	09-Aug-24	5.00	Amman	\$3,900.00

AOM03	Dynamic Office Management and Effective Administration Skills				
	Starting	Ending	Days	Location	Fees
	15-Jan-24	26-Jan-24	10.00	Dubai	\$5,600.00
	25-Mar-24	29-Mar-24	5.00	Dubai	\$3,900.00
	27-May-24	07-Jun-24	10.00	Dubai	\$5,600.00
	05-Aug-24	09-Aug-24	5.00	London	\$3,900.00

AOM04	Meeting Procedures, Professional Minute Taking and Report Writing Skills				
	Starting	Ending	Days	Location	Fees
	22-Jan-24	02-Feb-24	10.00	Dubai	\$5,600.00
	01-Apr-24	05-Apr-24	5.00	Dubai	\$3,900.00
	03-Jun-24	14-Jun-24	10.00	Dubai	\$5,600.00
	12-Aug-24	16-Aug-24	5.00	London	\$3,900.00

AOM05	Achieving Administrative Excellence				
	Starting	Ending	Days	Location	Fees
	29-Jan-24	09-Feb-24	10.00	Dubai	\$5,600.00
	08-Apr-24	12-Apr-24	5.00	Dubai	\$3,900.00
	10-Jun-24	21-Jun-24	10.00	Dubai	\$5,600.00
	19-Aug-24	23-Aug-24	5.00	Istanbul	\$3,900.00

AOM06	Positive Productivity for Secretarial and Administrative Professionals				
	Starting	Ending	Days	Location	Fees
	05-Feb-24	16-Feb-24	10.00	Dubai	\$5,600.00
	15-Apr-24	19-Apr-24	5.00	Dubai	\$3,900.00
	17-Jun-24	28-Jun-24	10.00	Dubai	\$5,600.00
	26-Aug-24	30-Aug-24	5.00	London	\$3,900.00

AOM07	Management Strategies for Building a Customer- driven Organization				
	Starting	Ending	Days	Location	Fees
	12-Feb-24	23-Feb-24	10.00	Dubai	\$5,600.00
	22-Apr-24	26-Apr-24	5.00	Dubai	\$3,900.00
	24-Jun-24	05-Jul-24	10.00	Amman	\$5,600.00
	02-Sep-24	06-Sep-24	5.00	Dubai	\$3,900.00

AOM08	Customer Care and Communication Skills for Frontline Staff				
	Starting	Ending	Days	Location	Fees
	19-Feb-24	01-Mar-24	10.00	Dubai	\$5,600.00
	29-Apr-24	03-May-24	5.00	Dubai	\$3,900.00
	01-Jul-24	12-Jul-24	10.00	Dubai	\$5,600.00
	09-Sep-24	13-Sep-24	5.00	Dubai	\$3,900.00

AOM09	Advanced Information and Documentation Compliance				
	Starting	Ending	Days	Location	Fees
	15-Jan-24	26-Jan-24	10.00	Dubai	\$5,600.00
	25-Mar-24	29-Mar-24	5.00	Dubai	\$3,900.00
	27-May-24	07-Jun-24	10.00	Dubai	\$5,600.00
	05-Aug-24	09-Aug-24	5.00	Amman	\$3,900.00

AOM10	Business Etiquette and Office Protocol				
	Starting	Ending	Days	Location	Fees
	26-Feb-24	08-Mar-24	10.00	Dubai	\$5,600.00
	06-May-24	10-May-24	5.00	Dubai	\$3,900.00
	08-Jul-24	19-Jul-24	10.00	Dubai	\$5,600.00
	16-Sep-24	20-Sep-24	5.00	Amman	\$3,900.00

AOM11	Developing Core Competencies of Successful Administrative Professionals				
	Starting	Ending	Days	Location	Fees
	26-Feb-24	08-Mar-24	10.00	Dubai	\$5,600.00
	06-May-24	10-May-24	5.00	Dubai	\$3,900.00
	08-Jul-24	19-Jul-24	10.00	Dubai	\$5,600.00
	16-Sep-24	20-Sep-24	5.00	Amman	\$3,900.00

AOM12	Developing Essential Skills for Achieving Service Excellence				
	Starting	Ending	Days	Location	Fees
	18-Mar-24	29-Mar-24	10.00	Dubai	\$5,600.00
	27-May-24	31-May-24	5.00	Dubai	\$3,900.00
	29-Jul-24	09-Aug-24	10.00	Istanbul	\$5,600.00
	07-Oct-24	11-Oct-24	5.00	Dubai	\$3,900.00