

**Administrative - 2017**

No	Training Course	Place	Date
First Quarter			
A1	Recent Trends in Strategic Planning	London	2-6 JAN
A2	Strategic Planning for Municipalities	London	2-6 JAN
A3	Creative Thinking	London	2-6 JAN
A4	Secretarial and Modern Offices Management	Glasgow	09-13 JAN
A5	Professional Project management PMP	London	09-21 JAN
A6	Modern Methods of Crisis Management	London	09-13 JAN
A7	Saudi Labour Law	London	09-13 JAN
A8	Oversight of Administrative Work	London	16-20 JAN
A9	Strategy of University Administration	London	16-20 JAN
A10	Total Quality Management	London	16-20 JAN
A11	The development of human resource skills	London	23-27 JAN
A12	Decision-making skills and problem-solving	London	23-27 JAN
A13	Management skills for supervisors	Glasgow	23-27 JAN
A69	Risk management and risk analysis	London	23-27 JAN
A14	Strategic Leadership	London	06-10 FEB
A70	Capability Maturity Model Integration (CMMI)	London	06-10 FEB
A40	The Administration of Volunteering Work	London	06-10 FEB
A15	Administrative Development Strategies	London	06-10 FEB
A16	Recent trends in administrative investigations	London	06-10 FEB
A17	Effective negotiation skills	London	06-10 FEB
A18	Public relations strategies in the face of crises	London	06-10 FEB
A3	Creative thinking	London	06-10 FEB
A14	Strategic Leadership	London	06-10 FEB
A19	Self-management and time	London	13-17 FEB
A20	Excellence in Human Resources Management	London	13-17 FEB
A21	Strategic thinking leadership and follow up the implementation of plans	London	13-17 FEB
A22	The application of total quality management in government agencies	London	20-24 FEB
A23	Effective negotiation strategies	London	20-24 FEB
A24	Administrative investigation skills	Glasgow	20-24 FEB
A50	Electronic Archiving	London	20-24 FEB
A57	Total Quality in Higher Education	London	20-24 FEB
A58	Customer Service Excellence	London	20-24 FEB



A51	Health and Occupational Safety Management	London	20-24 FEB
A61	Hospital Management	London	20-24 FEB
A12	Decision-making skills and problem-solving	London	06-10 MAR
A68	Environmental protection management	London	06-10 MAR
A54	E-government	London	06-10 MAR
A46	The Leadership of the Working Groups	London	06-10 MAR
A47	Customer Relationship Management	London	06-10 MAR
A56	Gardens Management	London	06-10 MAR
A64	Management Skills for Engineers	London	06-10 MAR
A45	Teamwork Management	London	06-10 MAR
A43	Administrative Laws and Regulations	Glasgow	06-10 MAR
A25	Senior management offices	London	06-10 MAR
A41	Administrative Creativity in Planning, Organization and Coordination	London	06-10 MAR
A42	Corporate Communication	London	06-10 MAR
A26	Corporate Governance	London	06-10 MAR
A27	Organizing meetings and committees , time management and effective coordination	London	06-10 MAR
A65	safety management system and loss prevention	London	06-10 MAR
A28	Innovative perspective to solve administrative problems	London	13-17 MAR
A29	Skills to deal with superiors and subordinates	London	13-17 MAR
A30	Legal skills for administrators	Glasgow	13-17 MAR
A60	Supply Management	London	13-17 MAR
A59	E-procurement	London	13-17 MAR
A55	Success Engineering	London	13-17 MAR
A53	Environmental Safety	London	13-17 MAR
A6	Modern methods of crisis management	London	13-17 MAR
A67	Quality internal auditing	London	13-17 MAR
A31	Disciplinary authority between the law and the administration	London	20-24 MAR
A12	Decision-making skills and problem-solving	London	20-24 MAR
A32	Strategic creative executive secretary	London	20-24 MAR
A33	Planning in Project Management	London	20-24 MAR
A16	Recent trends in administrative investigations	Manchester	27-31 MAR
A34	Modern methods in sales	London	27-31 MAR
A5	Project management professional PMP	London	27-31 MAR
A35	Strategic management of Mayors	London	27-31 MAR
A27	Organizing meetings and committees, time management and effective coordination	London	27-31 MAR

**Second Quarter**

A1	Recent trends in strategic planning	London	27-31 MAR
A2	Strategic planning for municipalities	London	27-31 MAR
A3	Creative Thinking	London	03-07 APR
A69	Risk management and risk analysis	London	03-07 APR
A4	Secretarial and office management sophisticated	Glasgow	03-07 APR
A63	Effective Management of Financial and Accounting Departments	London	03-07 APR
A51	Health and Occupational Safety Management	London	03-07 APR
A16	Recent trends in administrative investigations	London	03-07 APR
A5	Project management professional PMP	London	03-07 APR
A44	Total Quality Management in Human Resource	London	03-07 APR
A58	Customer Service Excellence	London	03-07 APR
A12	Decision-making skills and problem-solving	London	03-07 APR
A13	Management skills for supervisors	London	10-14 APR
A15	Administrative Development Strategies	London	10-14 APR
A17	Effective negotiation skills	London	10-14 APR
A18	Public relations strategies in the face of crises	London	17-21 APR
A3	Creative thinking	London	17-21 APR
A14	Strategic Leadership	London	17-21 APR
A19	Self-management and time	London	17-21 APR
A62	Procurement and Stores Management	London	17-21 APR
A66	Emergency plan management and evacuation plan	London	17-21 APR
A6	Modern methods of crisis management	London	24-28 APR
A8	Control over the work of the Department	London	24-28 APR
A9	Management strategies university	London	24-28 APR
A10	Total Quality Management	London	24-28 APR
A41	Administrative Creativity in Planning, Organization and Coordination	London	24-28 APR
A58	Customer Service Excellence	London	24-28 APR
A11	Develop the skills of human resources staff	London	01-05 MAY
A46	The Leadership of the Working Groups	London	01-05 MAY
A20	Excellence in Human Resources Management	London	01-05 MAY
A21	Strategic thinking leadership and follow up the implementation of plans	London	01-05 MAY
A48	Total Quality Management in the Health Sector	London	01-05 MAY
A27	Organizing meetings and committees , time management and effective coordination	London	08-12 MAY
A28	Innovative perspective to solve administrative problems	London	08-12 MAY
A29	Skills to deal with superiors and subordinates	London	08-12 MAY



A30	Legal skills for administrators	London	08-12 MAY
A70	Capability Maturity Model Integration (CMMI)	London	08-12 MAY
A6	Modern methods of crisis management	London	15-19 MAY
A32	Strategic creative executive secretary	London	15-19 MAY
A33	Planning in Project Management	London	15-19 MAY
A16	Recent trends in administrative investigations	London	15-19 MAY
A34	Modern methods in sales	London	22-26 MAY
A51	Health and Occupational Safety Management	London	22-26 MAY
A57	Total Quality in Higher Education	London	22-26 MAY
A5	Project management professional PMP	London	22 MAY-3 JUN
A35	Strategic management of Mayors	London	22-26 MAY
A40	The Administration of Volunteering Work	London	22-26 MAY
A65	safety management system and loss prevention	London	22-26 MAY
A62	Procurement and Stores Management	London	22-26 MAY
A12	Decision-making skills and problem-solving	London	05-09 JUN
A43	Administrative Laws and Regulations	Glasgow	05-09 JUN
A22	The application of total quality management in government agencies	London	05-09 JUN
A42	Corporate Communication	London	05-09 JUN
A23	Effective negotiation strategies	London	05-09 JUN
A24	Administrative investigation skills	London	12-16 JUN
A25	Senior management offices	London	12-16 JUN
A54	E-government	London	12-16 JUN
A36	Modern concepts in corporate governance	London	12-16 JUN
A12	Decision-making skills and problem-solving	London	12-16 JUN
A53	Environmental Safety	London	12-16 JUN
A21	Strategic thinking leadership and follow up the implementation of plans	London	19-23 JUN
A64	Management Skills for Engineers	London	19-23 JUN
A27	Organizing meetings and committees, time management and effective coordination	London	19-23 JUN
A28	Innovative perspective to solve administrative problems	London	19-23 JUN
A29	Skills to deal with superiors and subordinates	London	26-30 JUN
A45	Teamwork Management	London	26-30 JUN
A30	Legal skills for administrators	London	26-30 JUN
A3	Creative thinking	London	26-30 JUN
A14	Strategic Leadership	London	26-30 JUN
A33	Planning in Project Management	London	26-30 JUN



A16	Recent trends in administrative investigations	London	26-30 JUN
A55	Success Engineering	London	26-30 JUN
A68	Environmental protection management	London	26-30 JUN
Third Quarter			
A37	Develop the skills of human resources staff	London	03-07 JUL
A60	Supply Management	London	03-07 JUL
A13	Management skills for supervisors	London	03-07 JUL
A15	Administrative Development Strategies	London	10-14 JUL
A17	Effective negotiation skills	London	10-14 JUL
A18	Public relations strategies in the face of crises	London	10-14 JUL
A3	Creative thinking	London	16-20 JUL
A14	Strategic Leadership	London	16-20 JUL
A19	Self-management and time	London	24-28 JUL
A20	Excellence in Human Resources Management	London	24-28 JUL
A21	Strategic thinking leadership and follow up the implementation of plans	London	24-28 JUL
A47	Customer Relationship Management	London	24-28 JUL
A56	Gardens Management	London	24-28 JUL
A22	The application of total quality management in government agencies	London	1-5 AUG
A58	Customer Service Excellence	London	1-5 AUG
A63	Effective Management of Financial and Accounting Departments	London	1-5 AUG
A50	Electronic Archiving	London	1-5 AUG
A40	The Administration of Volunteering Work	London	1-5 AUG
A24	Administrative investigation skills	London	1-5 AUG
A23	Effective negotiation strategies	London	1-5 AUG
A12	Decision-making skills and problem-solving	London	1-5 AUG
A4	Secretarial and office management sophisticated	London	1-5 AUG
A1	Recent trends in strategic planning	London	1-5 AUG
A2	Strategic planning for municipalities	London	1-5 AUG
A59	E-procurement	London	1-5 AUG
A5	Project management professional PMP	London	1-13 AUG
A3	Creative Thinking	London	07-11 AUG
A6	Modern methods of crisis management	London	07-11 AUG
A8	Control over the work of the Department	London	07-11 AUG
A14	Strategic Leadership	London	07-11 AUG
A13	Management skills for supervisors	London	14-18 AUG
A9	Management strategies university	London	14-18 AUG



A51	Health and Occupational Safety Management	London	14-18 AUG
A16	Recent trends in administrative investigations	London	14-18 AUG
A44	Total Quality Management in Human Resource	London	14-18 AUG
A66	Emergency plan management and evacuation plan	London	14-18 AUG
A10	Total Quality Management	London	14-18 AUG
A25	Senior management offices	London	14-18 AUG
A49	Electronic Administration	London	14-18 AUG
A26	Corporate Governance	London	21-25 AUG
A27	Organizing meetings and committees , time management and effective coordination	London	21-25 AUG
A28	Innovative perspective to solve administrative problems	London	21-25 AUG
A4	Secretarial and Office Management advanced	London	21-25 AUG
A29	Skills to deal with superiors and subordinates	London	21-25 AUG
A58	Customer Service Excellence	London	21-25 AUG
A30	Legal skills for administrators	London	28 AUG-1 SEP
A61	Hospital Management	London	28 AUG-1 SEP
A46	The Leadership of the Working Groups	London	28 AUG-1 SEP
A43	Administrative Laws and Regulations	London	28 AUG-1 SEP
A41	Administrative Creativity in Planning, Organization and Coordination	London	28 AUG-1 SEP
A38	Strategies and negotiation skills	London	28 AUG-1 SEP
A6	Modern methods of crisis management	London	28 AUG-1 SEP
A67	Quality internal auditing	London	28 AUG-1 SEP
A16	Recent trends in administrative investigations	London	28 AUG-1 SEP
A34	Modern methods in sales	London	28 AUG-1 SEP
A51	Health and Occupational Safety Management	London	28 AUG-1 SEP
A69	Risk management and risk analysis	London	28 AUG-1 SEP
A36	Modern concepts in corporate governance	London	04-08 SEP
A5	Project management professional PMP	London	04-08 SEP
A35	Strategic management of Mayors	London	04-08 SEP
A32	Strategic creative executive secretary	London	04-08 SEP
A33	Planning in Project Management	London	04-08 SEP
A39	Develop the skills of human resource managers	London	11-15 SEP
A14	Strategic Leadership	London	11-15 SEP
A48	Total Quality Management in the Health Sector	London	11-15 SEP
A62	Procurement and Stores Management	London	11-15 SEP
A13	Management skills for supervisors	London	11-15 SEP
A9	Management strategies university	London	18-22 SEP
A25	Senior management offices	London	18-22 SEP



A16	Recent trends in administrative investigations	London	18-22 SEP
A12	Decision-making skills and problem-solving	London	25-29 SEP
A50	Electronic Archiving	London	25-29 SEP
A4	Secretarial and office management sophisticated	London	25-29 SEP
A2	Strategic planning for municipalities	London	25-29 SEP
A38	Strategies and negotiation skills	London	25-29 SEP
Fourth Quarter			
A8	Control over the work of the Department	London	2-6 OCT
A64	Management Skills for Engineers	London	2-6 OCT
A9	Management strategies university	London	2-6 OCT
A54	E-government	London	2-6 OCT
A10	Total Quality Management	London	09-13 OCT
A24	Administrative investigation skills	London	09-13 OCT
A4	Secretarial and office management sophisticated	London	09-13 OCT
A1	Recent trends in strategic planning	London	09-13 OCT
A2	Strategic planning for municipalities	London	09-13 OCT
A3	Creative Thinking	London	16-20 OCT
A5	Project management professional PMP	London	16-20 OCT
A6	Modern methods of crisis management	London	16-20 OCT
A42	Corporate Communication	London	16-20 OCT
A13	Management skills for supervisors	London	23-27 OCT
A15	Administrative Development Strategies	London	23-27 OCT
A3	Creative thinking	London	23-27 OCT
A58	Customer Service Excellence	London	23-27 OCT
A14	Strategic Leadership	London	23-27 OCT
A57	Total Quality in Higher Education	London	23-27 OCT
A70	Capability Maturity Model Integration (CMMI)	London	23-27 OCT
A19	Self-management and time	London	6-10 NOV
A63	Effective Management of Financial and Accounting Departments	London	6-10 NOV
A20	Excellence in Human Resources Management	London	6-10 NOV
A40	The Administration of Volunteering Work	London	6-10 NOV
A17	Effective negotiation skills	London	6-10 NOV
A18	Public relations strategies in the face of crises	London	6-10 NOV
A21	Strategic thinking leadership and follow up the implementation of plans	London	6-10 NOV
A30	Legal skills for administrators	London	6-10 NOV
A12	Decision-making skills and problem-solving	London	6-10 NOV



A22	The application of total quality management in government agencies	London	13-17 NOV
A44	Total Quality Management in Human Resource	London	13-17 NOV
A23	Effective negotiation strategies	London	13-17 NOV
A25	Senior management offices	London	13-17 NOV
A16	Recent trends in administrative investigations	London	20-24 NOV
A26	Corporate Governance	London	20-24 NOV
A55	Success Engineering	London	20-24 NOV
A3	Creative thinking	London	20-24 NOV
A56	Gardens Management	London	20-24 NOV
A49	Electronic Administration	London	20-24 NOV
A36	Modern concepts in corporate governance	London	20-24 NOV
A68	Environmental protection management	London	20-24 NOV
A56	Gardens Management	London	20-24 NOV
A60	Supply Management	London	20-24 NOV
A61	Hospital Management	London	20-24 NOV
A27	Organizing meetings and committees, time management and effective coordination	London	27 NOV-1 DEC
A28	Innovative perspective to solve administrative problems	London	27 NOV-1 DEC
A33	Planning in Project Management	London	27 NOV-1 DEC
A53	Environmental Safety	London	27 NOV-1 DEC
A59	E-procurement	London	27 NOV-1 DEC
A4	Secretarial and Office Management advanced	London	4-8 DEC
A16	Recent trends in administrative investigations	London	4-8 DEC
A51	Health and Occupational Safety Management	London	4-8 DEC
A45	E-government	London	4-8 DEC
A43	Administrative Laws and Regulations	London	4-8 DEC
A34	Modern methods in sales	London	4-8 DEC
A66	Emergency plan management and evacuation plan	London	4-8 DEC
A5	Project management professional PMP	London	11-23 DEC
A29	Skills to deal with superiors and subordinates	London	11-15 DEC
A30	Legal skills for administrators	London	11-15 DEC
A6	Modern methods of crisis management	London	18-22 DEC
A32	Strategic creative executive secretary	London	18-22 DEC
A35	Strategic management of Mayors	London	18-22 DEC
A64	Management Skills for Engineers	London	18-22 DEC
A38	Strategies and negotiation skills	London	25-30 DEC
A67	Quality internal auditing	London	25-30 DEC



A47	Customer Relationship Management	London	25-30 DEC
A62	Procurement and Stores Management	London	25-30 DEC
A14	Strategic Leadership	London	25-30 DEC

ADAM HASNER

Marketing Manager